

## **Data Protection Policy and Procedure (GDPR),**

### **Data protection for remote working and Biometric recognition systems**

#### **Linked Policies:**

- [\*\*Data Protection Policy - Secondary Phase Exams Addendum\*\*](#)
- [\*\*Data Protection for remote working\*\*](#)

Approved by:	GFM Board	Date:	13 December 2023
Maintained by:	L Mulhall	Next review due by:	December 2025

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## 1. Aims

Gosport and Fareham Multi-Academy Trust aims to ensure that all personal data collected about staff, pupils, parents and carers, governors, visitors and other individuals is collected, stored and processed in accordance with UK data protection law.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

## 2. Legislation and guidance

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

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It is based on guidance published by the Information Commissioner’s Office (ICO) on the [UK GDPR](#) and guidance from the Department for Education (DfE) on [Generative artificial intelligence in education](#).

It meets the requirements of the [Protection of Freedoms Act 2012](#) when referring to our use of biometric data.

It also reflects the ICO’s [guidance](#) for the use of surveillance cameras and personal information.

In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child’s educational record.

In addition, this policy complies with our funding agreement and articles of association.

### 3. Definitions

Term	Definition
<p><b>Personal data</b></p>	<p>Any information relating to an identified, or identifiable, living individual.</p> <p>This may include the individual’s:</p> <ul style="list-style-type: none"> <li>● Name (including initials)</li> <li>● Identification number</li> <li>● Location data</li> <li>● Online identifier, such as a username</li> </ul> <p>It may also include factors specific to the individual’s physical, physiological, genetic, mental, economic, cultural or social identity.</p>
<p><b>Special categories of personal data</b></p>	<p>Personal data which is more sensitive and so needs more protection, including information about an individual’s:</p> <ul style="list-style-type: none"> <li>● Racial or ethnic origin</li> </ul>

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	<ul style="list-style-type: none"> <li>● Political opinions</li> <li>● Religious or philosophical beliefs</li> <li>● Trade union membership</li> <li>● Genetics</li> <li>● Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes</li> <li>● Health – physical or mental</li> <li>● Sex life or sexual orientation</li> </ul>
<b>Processing</b>	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
<b>Data subject</b>	<p>The identified or identifiable individual whose personal data is held or processed.</p>
<b>Data controller</b>	<p>A person or organisation that determines the purposes and the means of processing of personal data.</p>
<b>Data processor</b>	<p>A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.</p>
<b>Personal data breach</b>	<p>A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.</p>

#### **4. The data controller**

The GFM processes personal data relating to parents, pupils, staff, board members, visitors and others, and therefore is a data controller.

The GFM is registered and has paid the data protection fee to the ICO and this registration is renewed annually.

#### **5. Roles and responsibilities**

This policy applies to **all staff** employed by the GFM, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

##### **5.1 GFM board**

The GFM board has overall responsibility for ensuring that the GFM complies with all relevant data protection obligations.

##### **5.2 Data protection officer**

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will report their activities directly to the GFM Board and, where relevant, report to the board their advice and recommendations on GFM data protection issues.

The DPO is also the first point of contact for individuals whose data the GFM processes, and for the ICO.

Full details of the DPO's responsibilities are set out in their job description. The GFM DPO is L Mulhall [lmulhall@gfmat.org](mailto:lmulhall@gfmat.org).

##### **5.3 Headteacher**

The headteacher acts as the representative of the data controller on a day-to-day basis.

#### **5.4 All staff**

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing the GFM of any changes to their personal data, such as a change of address
- Contacting the DPO in the following circumstances:
  - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
  - If they have any concerns that this policy is not being followed
  - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
  - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
  - If there has been a data breach
  - Whenever they are engaging in a new activity that may affect the privacy rights of individuals
  - If they need help with any contracts or sharing personal data with third parties

### **6. Data protection principles**

The UK GDPR is based on data protection principles that our school must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure
- This policy sets out how the school aims to comply with these principles.

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## 7. Collecting personal data

### 7.1 Lawfulness, fairness and transparency

We will only process personal data where we have 1 of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
- The data needs to be processed so that the school can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual or another person i.e. to protect someone's life
- The data needs to be processed so that the school, as a public authority, can **perform a task in the public interest or exercise its official authority**
- The data needs to be processed for the **legitimate interests** of the school (where the processing is not for any tasks the school performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

For special categories of personal data, we will also meet 1 of the special category conditions for processing under data protection law:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **explicit consent**
- The data needs to be processed to perform or exercise obligations or rights in relation to **employment, social security or social protection law**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent



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- The data has already been made **manifestly public** by the individual
- The data needs to be processed for the establishment, exercise or defence of **legal claims**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **public health reasons**, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **archiving purposes**, scientific or historical research purposes, or statistical purposes, and the processing is in the public interest

For criminal offence data, we will meet both a lawful basis and a condition set out under data protection law. Conditions include:

- The individual (or their parent/carer when appropriate in the case of a pupil) has **given consent**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of **legal rights**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

We will always consider the fairness of our data processing. We will ensure we do not handle personal data in ways that individuals would not reasonably expect, or use personal data in ways which have unjustified adverse effects on them.

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In Primary GFM Schools, if we offer online services to pupils, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent (except for online counselling and preventive services).

In Secondary GFM Schools, if we offer online services to pupils, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent, where the pupil is under 13 (except for online counselling and preventive services).

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

### **7.2 Limitation, minimisation and accuracy**

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

We will keep data accurate and, where necessary, up-to-date. Inaccurate data will be rectified or erased when appropriate.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the GFM's data retention schedule.

## **8. Sharing personal data**

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

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- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
  - Only appoint suppliers or contractors that can provide sufficient guarantees that they comply with UK data protection law
  - Establish a contract with the supplier or contractor to ensure the fair and lawful processing of any personal data we share
  - Only share data that the supplier or contractor needs to carry out their service

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Where we transfer personal data internationally, we will do so in accordance with UK data protection law.

## **9. Subject access requests and other rights of individuals**

### **9.1 Subject access requests**

Individuals have a right to make a 'subject access request' to gain access to personal information that the GFM holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with

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- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restriction, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual
- The safeguards provided if the data is being transferred internationally

Subject access requests can be submitted in any form, but we may be able to respond to requests more quickly if they are made in writing and include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request they must immediately forward it to the DPO.

## **9.2 Children and subject access requests**

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at the school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

### **9.3 Responding to subject access requests**

When responding to requests, we:

- Will ask for a signed request to verify identification
- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant)
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Would include another person's personal data that we can't reasonably anonymise, and we don't have the other person's consent and it would be unreasonable to proceed without it
- Is part of certain sensitive documents, such as those related to crime, immigration, legal proceedings or legal professional privilege, management forecasts, negotiations, confidential references, or exam scripts
- Is contained in adoption or parental order records

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If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. We will take into account whether the request is repetitive in nature when making this decision.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO or they can seek to enforce their subject access right through the courts.

#### **10.4 Other data protection rights of the individual**

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 8), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Object to processing which has been justified on the basis of public interest, official authority or legitimate interests
- Challenge decisions based solely on automated decision making or profiling (i.e. making decisions or evaluating certain things about an individual based on their personal data with no human involvement)
- Be notified of a data breach (in certain circumstances)
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

### **10. Parental requests to see the educational record**

The GFM is an Academy and as such, parents, or those with parental responsibility, **do not have a legal right to free access** to their child's educational record but we will endeavour to accommodate such requests within 15 school days of receipt of a written request.

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If the request is for a copy of the educational record, the school may charge a fee to cover the cost of supplying it.

This right applies as long as the pupil concerned is aged under 18.

There are certain circumstances in which access will be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

## **11. Biometric recognition systems**

When we use pupils' biometric data as part of an automated biometric recognition system (for example, pupils use fingerprints to receive school dinners instead of paying with cash ), we will comply with the requirements of the [Protection of Freedoms Act 2012](#).

Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The school will get written consent from at least 1 parent or carer before we take any biometric data from their child and first process it.

Parents/carers and pupils have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant services for those pupils. For example, pupils can use a PIN for school dinners in cash at each transaction if they wish.

Parents/carers and pupils can withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil's parent(s)/carer(s).

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Where staff members or other adults use the school's biometric system(s), we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

## **12. CCTV**

We use CCTV in various locations around the GFM sites to ensure it remains safe. We will adhere to the ICO's [code of practice](#) for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to Kevin Rochester at Brune Park School.

## **13. Photographs and videos**

As part of our school activities, we may take photographs and record images of individuals within our school.

Primary schools:

We will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and the pupil.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers have agreed to this.

Secondary schools and Sixth Form:

We will obtain written consent from parents/carers, or pupils aged 18 and over, for photographs and videos to be taken of pupils for communication, marketing and promotional materials.

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Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and the pupil. Where we don't need parental consent, we will clearly explain to the pupil how the photograph and/or video will be used.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers (or pupils where appropriate) have agreed to this.

All schools add and adapt to reflect your school's uses of photographs and videos for communication, marketing and promotional materials:

Where the school takes photographs and videos, uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

## **14. Artificial intelligence (AI)**

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. The GFM recognises that AI has many uses to help pupils learn, but also poses risks to sensitive and personal data.

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To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, the GFM will treat this as a data breach, and will follow the personal data breach procedure outlined in appendix 1.

## **15. Data protection by design and default**

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing privacy impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Appropriate safeguards being put in place if we transfer any personal data outside of the UK, where different data protection laws may apply
- Maintaining records of our processing activities, including:
  - For the benefit of data subjects, making available the name and contact details of our school and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)

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- For all personal data that we hold, maintaining an internal record of the type of data, type of data subject, how and why we are using the data, any third-party recipients, any transfers outside of the UK and the safeguards for those, retention periods and how we are keeping the data secure

## **16. Data security and storage of records**

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use (which may including locking them in draws, filing cabinets or locking office doors)
- Papers containing confidential personal data must not be left on office and classroom desks, on staff room tables, or left anywhere else where there is general access
- Passwords that are at least 8 characters long containing letters and numbers are used to access GFM computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Staff, pupils or GFM Board members who store personal information on their personal devices are expected to follow the same security procedures as for GFM school-owned equipment
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

## **17. Disposal of records**

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

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For example, we will shred paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the GFM's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

## **18. Personal data breaches**

The GFM will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours after becoming aware of it.

Such breaches in a school context may include, but are not limited to:

- A non-anonymised dataset being published on the school website which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person
- The theft of a GFM school laptop containing non-encrypted personal data about pupils

## **19. Training**

All staff and GFM Board members are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the GFM's processes make it necessary.

## **20. Data protection for remote working**

With remote / home working it is important to remember to keep your and others' data secure and ensure personal data is stored, shared, and used lawfully and appropriately.

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The GFM has made substantial investment in secure and licenced online systems, and we have data sharing agreements with these platforms.

Other platforms that are nominally free may not be as secure and may use or share your personal data.

If using plug-ins, apps or other software, always read the terms and conditions of any tools you use and be aware of the potential risks to your and others' personal data.

Our approved systems include, but are not limited to:

### **Activities and platforms**

#### *Storage*

1. GFM Google Drive
2. School network drives accessed through remote desktop.
3. Bay House Learning

#### *Communication*

- Suite including Gmail
- Show My Homework
- GFM website and communication tools

#### *Video conferencing / communication tools*

- Google Meet

### **Hardware and devices**

#### *Desktops and laptops*

Staff should be using GFM managed devices to conduct GFM work wherever possible, and this is essential when processing, storing or communicating personal data. Where this is not possible, staff should work within the Google Suite wherever possible. If you are transferring personal or sensitive data, you must do so in the Google Suite or use a remote desktop session. Sending links to files in the GFM Google Drive is much more secure than transferring the file over email.

All personal devices used for GFM business must be secured using a significant passcode and/or biometric access.

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All devices should have all system updates applied and also have up-to-date anti-virus software installed (this does not apply to Chromebooks).

Physical security of GFM devices or devices you are using to work is important and they should be kept securely at home, not left unattended, and locked when not in use.

Files and data should be stored on GFM systems preferably the GFM Google Drive, or local network drives accessed through a remote desktop connection. Students should use the Google Suite including Drive and Classroom.

#### *Mobile devices*

All personal devices used for GFM business must be secured using a significant passcode and/or biometric access.

#### *Telephone Calls*

When making telephone calls hide or block your phone number, unless you explicitly want the recipient to be able to view it and contact you e.g. a colleague. This can be achieved on a land line by dialling 141 before the number. A smartphone will also be able to hide your number but this will be in the settings. If you are unable to find this then contact IT Helpdesk <[ithelpdesk@gfmat.org](mailto:ithelpdesk@gfmat.org)> and tell them the make and model of your mobile phone and ask for guidance on hiding your phone number.

Ensure calls that are confidential are made in a private location and that members of your household cannot overhear you. Also ensure devices that are listening to your conversations e.g. Amazon Alexa devices have their microphones turned off or powered off.

#### *Paper*

Wherever possible, avoid taking hard copy documents home that contain personal or sensitive data, and, if papers are taken home, never placing those papers in a bin or using a home shredder – any such papers should be shredded back at the GFM in the usual way.

Paper stored at home should be kept securely and not be accessible to people who are not entitled to access the information e.g. family members. Paper should not be kept in cars and wherever possible it should be locked away at the location it is being used until it is returned to the GFM site.

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### *Social Media*

Staff are reminded that GFM business and activities should not be discussed on personal social media platforms. Further information can be found in [Social Media Policy](#).

### *Internet Connections*

Ensure you are connecting to the Internet securely when using a WiFi connection. The WiFi connection should require you to enter a strong password that has not been made publically available. GFM work should not be conducted over public wifi connections. Further advice can be obtained from IT Helpdesk <ithelpdesk@gfmat.org>.

### *File storage and retention*

Files that contain sensitive or personal details (including student names and grades) should be stored securely on GFM Google Drive, not on local drives, and only kept as long as needed. When work is being downloaded for a specific purpose e.g. marking, it should be returned to the GFM Google Drive after the marking is complete and deleted from the local drive. At the end of the task the secure destruction of data (including deleting from any recycle bins) is the responsibility of the owner or user.

### **Be careful**

Take care to ensure that you choose the correct recipient of your email and that you are aware of who is in your Google groups or Meet and whether your shared folder is private or not.

The increased use of email as the main source of communication when working at home requires you to be vigilant and aware that there are a number of techniques criminals may use to try to obtain information on login details from you. Please refer to [SWGfL Cyber Security Advice during Coronavirus](#) for more information.

You may be at home with family members who do not work for, or work elsewhere at the GFM. Take into consideration whether they can hear discussions you may not feel it is appropriate for them to hear. Also be aware that they may have access to your devices and so ensure you log out of your GFM Google Account and Remote Desktop session when you leave your device.

## **21. Monitoring arrangements**

The DPO is responsible for monitoring and reviewing this policy.

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This policy will be reviewed every 2 years and shared with the full governing board.

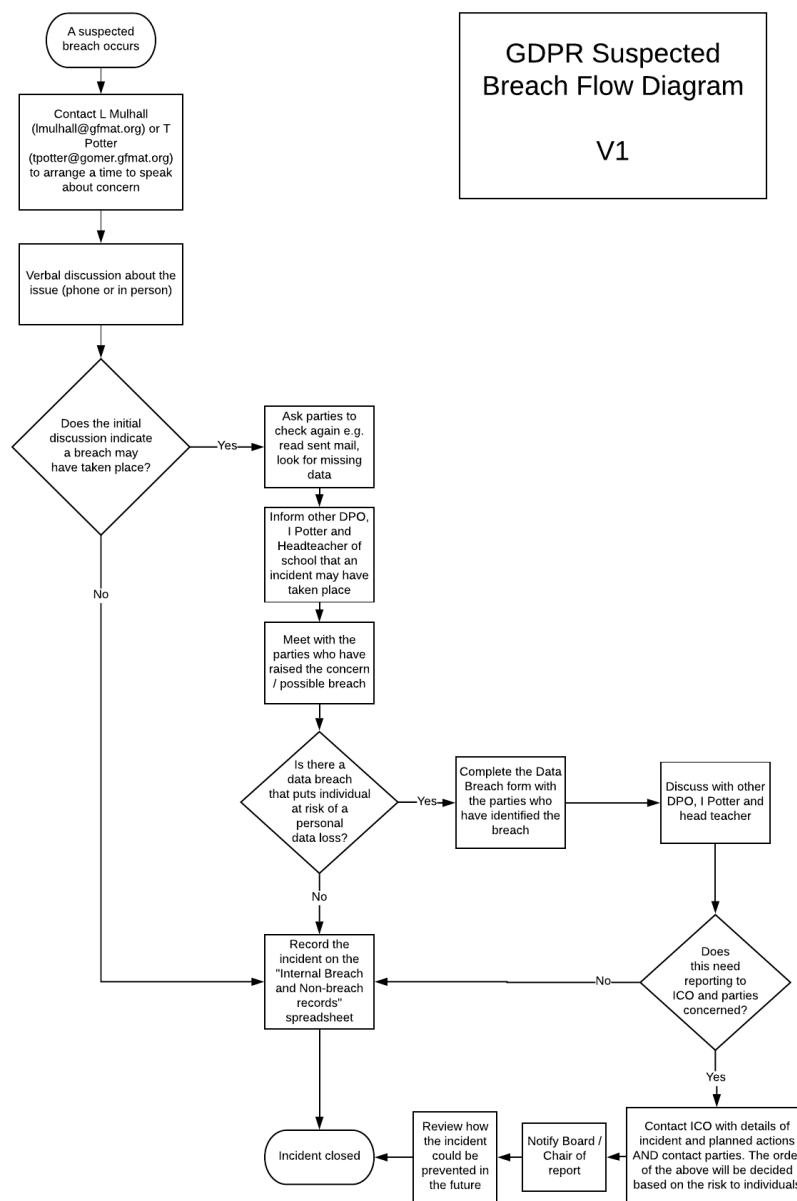


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## Appendix 1: Personal data breach procedure

This procedure is based on [guidance on personal data breaches](#) produced by the Information Commissioner’s Office (ICO).

On finding or causing a breach or potential breach, the staff member, governor or data processor must immediately notify the data protection officer (DPO) by



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The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:

- Lost
- Stolen
- Destroyed
- Altered
- Disclosed or made available where it should not have been
- Made available to unauthorised people

Staff and governors will cooperate with the investigation (including allowing access to information and responding to questions). The investigation will not be treated as a disciplinary investigation

If a breach has occurred or it is considered to be likely that is the case, the DPO will alert the headteacher and the chair of governors

The DPO will make all reasonable efforts to contain and minimise the impact of the breach. Relevant staff members or data processors should help the DPO with this where necessary, and the DPO should take external advice when required (e.g. from IT providers). (See the actions relevant to specific data types at the end of this procedure)

The DPO will assess the potential consequences (based on how serious they are and how likely they are to happen) before and after the implementation of steps to mitigate the consequences

The DPO will work out whether the breach must be reported to the ICO and the individuals affected using the ICO's [self-assessment tool](#)

The DPO will document the decisions (either way), in case the decisions are challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored on GDPR Sentry.

Where the ICO must be notified, the DPO will do this via the [‘report a breach’ page](#) of the ICO website, or through its breach report line (0303 123 1113), within 72 hours of the school’s awareness of the breach. As required, the DPO will set out:

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- A description of the nature of the personal data breach including, where possible:
  - The categories and approximate number of individuals concerned
  - The categories and approximate number of personal data records concerned
- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

If all the above details are not yet known, the DPO will report as much as they can within 72 hours of the school's awareness of the breach. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible

Where the school is required to communicate with individuals whose personal data has been breached, the DPO will tell them in writing. This notification will set out:

- A description, in clear and plain language, of the nature of the personal data breach
- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned

The DPO will consider, in light of the investigation and any engagement with affected individuals, whether to notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies

The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:

- Facts and cause
- Effects

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- Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

Records of all breaches will be stored on GDPR Sentry.

The DPO and headteacher will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible.

The DPO and headteacher will meet after each breach to assess recorded data breaches and identify any trends or patterns requiring action by the school to reduce risks of future breaches