

Cumbria Rural Academy

Data Protection Policy

Introduction

Our Data Protection Policy ensures that any information relating to students is gathered, stored and handled fairly, transparently and with respect towards individual rights as outlined in the GDPR (General Data Protection Regulation). Personal data can be classified as below and relates to the ability to identify an individual and is:

- processed electronically
- kept in a filing system
- part of an accessible record, for example an education record
- held by a public authority.

What does GDPR cover?

The regulation consists of 6 key principles.

- Personal data should be processed fairly, lawfully and in a transparent manner.
- Data should be obtained for specified and lawful purposes and not further processed in a manner that is incompatible with those purposes.
- The data should be adequate, relevant and not excessive.
- The data should be accurate and where necessary kept up to date.
- Data should not be kept for longer than necessary.
- Data should be kept secure.

What we do

During the induction process all students will be made aware of the data that is gathered and stored and its purpose.

Access to written and electronic records relating to student's data is restricted to approved members of staff only. Any breaches, corruption or loss of data will be communicated at the earliest opportunity and a review of this undertaken to minimise the risk of it reoccurring.

All students should notify the Director of Cumbria Rural Academy if they suspect that a breach has taken place. A breach of data protection guidelines may invoke disciplinary procedures.

Retention & Disposal

Data is retained and disposed of confidentially.

Access

A student has the right to ask to access their record. Requests should be made to their Line Manager or Director of Cumbria Rural Academy. Requests will be fulfilled within one month in line with the GDPR.