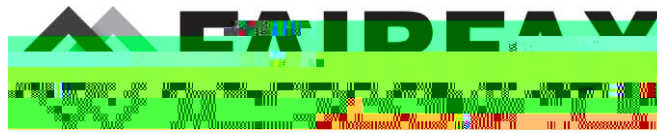


# Data Protection Policy

## Fairfax Multi -Academy Trust

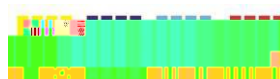
Document Owner:	Robert Fitzgerald
Ratified By:	Audit and Risk Committee (Sub-committee of TrustBoard)

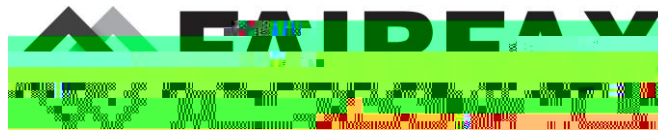


# Data Protection Policy

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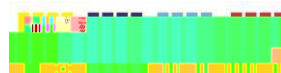
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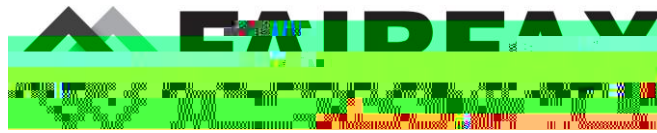




1 Policy statement

1.1 Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities as a Trust we will collect, store and process personal data37.18 74H07 (ou)12.r4ouououe (s)cspha ss (eir ))TJ ET Q q





operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the DPO.

4.3 The DPO is also the central point of contact for all matters of data protection.

## 5 Data protection principles

5.1 Anyone processing personal data must comply with the data protection principles. These provide that personal data must be:

5.1.1 Processed fairly and lawfully and transparently in relation to the data subject ;

5.1.2 Processed for specified, lawful purposes and in a way which is not incompatible with those purposes;

5.1.3 Adequate, relevant and not excessive for the purpose;

5.1.4 Accurate and up to date;

5.1.5 Not kept for any longer than is necessary for the purpose and securely destroyed, see 13.3.3;

5.1.6 Processed securely using appropriate technical and organisational measures.

5.2 Personal Data must also:

5.2.1 be processed in line with data subjects' rights;

5.2.2 not be transferred to people or organisations situated in other countries without adequate protection.

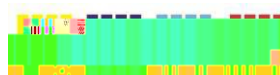
5.3 We will comply with these principles in relation to any processing of personal data by the Trust.

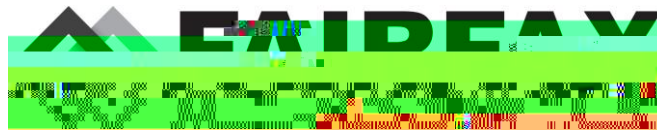
## 6 Fair and lawful processing

6.1 Data Protection Legislation is not intended to prevent the processing of personal data , but to ensure that it is done fairly and without adversely affecting the rights of the data subject .

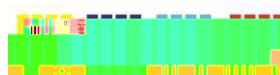
6.2 For personal data to be processed fairly, data subjects must be made aware:

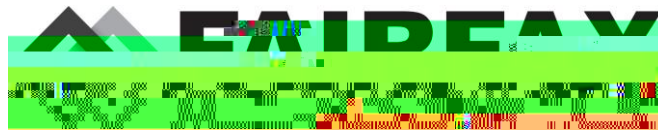
6.2.1 that



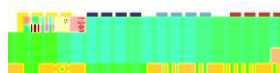


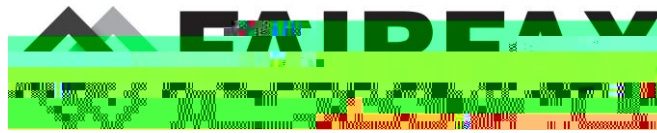
- 6.2.3 what the lawful basis is for that processing (see below);
  - 6.2.4 whether the personal data will be shared, and if so with whom;
  - 6.2.5 the period for which the personal data will be held;
  - 6.2.6 the existence of the G D W D V X Rights in Relation to the processing of that personal data ; and
  - 6.2.7 the right of the data subject to raise a complaint with the Information & R P P L V V L R O f f i c e . In relation to any processing .
- 6.3 We will only obtain such personal data as is necessary and relevant to the purpose for which it was gathered, and will ensure that we have a lawful basis for any processing .
- 6.4 For personal data to be processed lawfully, it must be processed on the basis of one of the legal grounds set out in the Data Protection Legislation. We will normally process personal data under the following legal grounds:





6.5.3

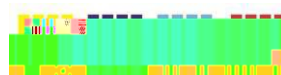


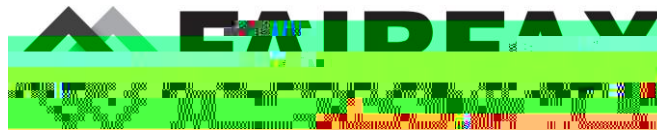


6.14 If consent is required for any other processing of personal data of any data subject, the form of this consent must:

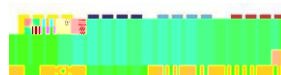
6.14.1 Inform the data subject of exactly what we intend to do with their personal data ;

6.14.2 Require them to positively confirm that

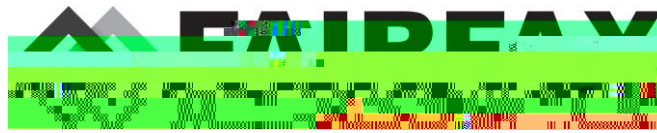




8.1.4 whether the personal data will be transferred  
RXWVLGH WKH (XURSHDQ ~~EFAR QDQ~~ GFL\$UHD  
so the safeguards in place;

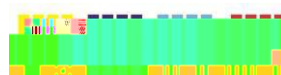


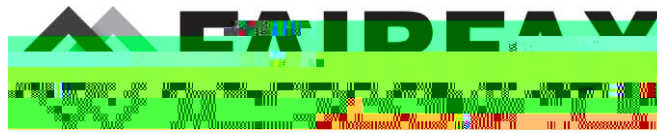




12 Processing in line with data subject's rights

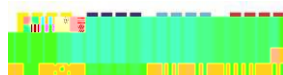
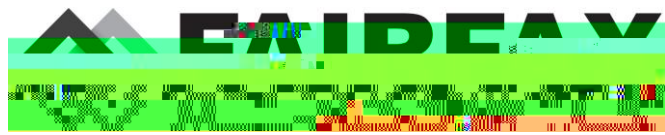
12.1 We will process all personal data in line with data subjects' rights, in 12





The right to rectification

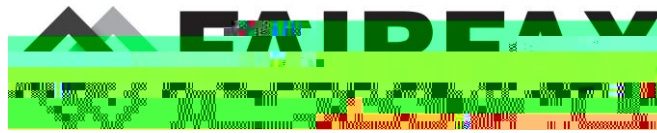
12.8 If a data subject informs the Trust that personal data



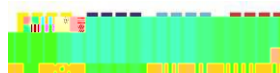








even national, newspapers covering Trust events or achievements. We will seek the consent of pupils, and their parents where appropriate, before allowing the use of images or videos of pupils

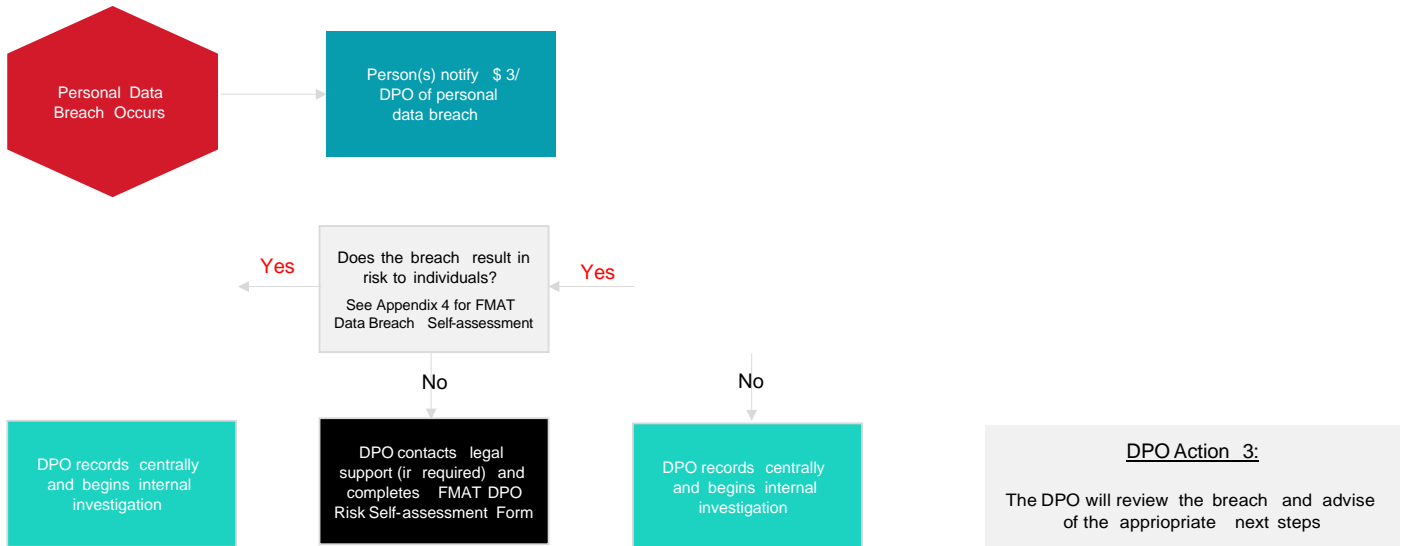








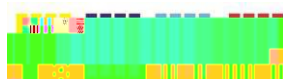
# Appendix 3 - Data Breach Decision Tree

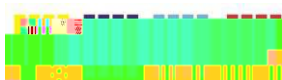




## Appendix 5 - Data Breach Report Form

If you discover a potential personal data breach, you should report it to your Data Protection Officer (DPO). After which you will be requested to complete an electronic form accessible [here](#),





Is Legal Support Required before completing Subject Access Request?

YES



Day  
2 to 25

DPC

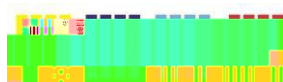
Timeline Day

the academy

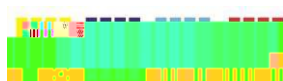
Day 2  
to 31  
MAX

Timeline Day 2 Month:

emy to send data  
ect via prefer method



Please ensure you enclose proof of your identity when sending this reqm10813(o)-4(ur)] TJ

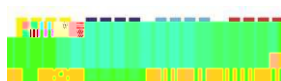


Section 2 Personal Data Requested:

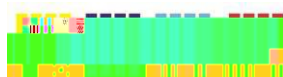
Please provide a description of the data you are requesting in the box below. You may continue overleaf if needed. You should describe the information you need as clearly as possible: it is not sufficient to ask for "everything about me". If your request is too broad or unclear, we may need to ask you to be more specific.

Section three declaration

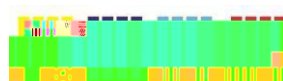
I am the enquirer named in Section One of this form and request W K D W « « « « « « « « «  
elatesprade







- Current Passport
- Current Full Driving Licence
- Birth/Marriage Certificate
- P45/P60
- Credit Card/Mortgage Statement
- Recent Utility Bills



For applications from a Solicitor for a child under the age of 13 you will need to provide:

- x A covering letter on letter headed paper;
- x Consent from the parent / legal guardian for you to act on their behalf;
- x Confirmation that the parent / legal guardian has Parental Responsibility

For applications from a Solicitor for an adult (including children aged 13 years or over) you will need to provide:

- x A covering letter on letter headed paper;
- x Consent from the Data Subject authorising you to act on their behalf; OR
- x Consent from the Data Subject authorising their Personal Representative to act on their behalf AND consent from that Personal Representative authorising you to act; OR
- x Consent from the Personal Representative of the Data Subject AND confirmation that the Personal Representative has a registered Power of Attorney (Health and Welfare)

