

Data Protection and Information Sharing Policy

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, common law duty of confidentiality, current Information Sharing Guidance and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal data need to be aware of their duties and responsibilities by adhering to these guidelines.

Introduction

Cyclone Industries Ltd works with schools, colleges and other educational establishments and undertakes to comply with the establishment's Data Protection Policy and the Data Protection Act.

Cyclone Industries Ltd, in agreement with the establishment makes use of data collected by the establishment to populate the Live Register system with information it requires.

Cyclone Industries Ltd will do everything in its power to ensure the safety and security of any material of a personal or sensitive nature which is stored in the Live Register system.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

General Statement

Cyclone Industries Ltd is committed to maintaining the above principles at all times. Therefore Live Register undertakes:

1. To only extract data from the school's MIS system for use within the Live Register system.

2. To hold such data in a secure database under the control of the school's IT system.
3. To not transfer or release the data to any 3rd Party without prior written consent of the school.
4. To not transfer the data outside the school's IT system without prior written consent of the school.
5. To ensure our staff, who have access to personal data, are aware of this policy.
6. To comply with a Court order which relates to personal data whether or not it would comply with this policy.