

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR DATA PROTECTION CORPORATE GUIDANCE



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Pembrokeshire County Council
Cyngor Sir Penfro
IT DIVISION



Data Protection Act 1998

Corporate Guidance Note

PORTFIELD SCHOOL adopts PCC Data Protection Corporate Guidance. It will make all employees aware of this guidance at induction.

Signed (Chair of Governors)

Signed(Headteacher)

Date

DATA PROTECTION ACT 1998

PCC CORPORATE GUIDANCE NOTES ADOPTED BY PORTFIELD SCHOOL

Most employees of the County Council will have access to **personal data**. Personal data is information about identifiable individuals and can include items such as personal identifiers (e.g. names and addresses); educational details (e.g. academic record); employment details (e.g. payroll number); social circumstances (e.g. immigration status). In short, any information which relates to or can identify an individual may be classed as personal data.

The Data Protection Act requires that this sort of data be treated in a particular way. The 1984 Data Protection Act covered only data held on computer but the 1998 Bill (which became law in Autumn 1998) covers certain categories of paper-based records. The guidelines, therefore, should be applied to **any** personal data held by the Authority.

The Authority has to tell the Information Commissioner what personal data it holds and why it is holding it. The Authority must also list those people or organisations to whom it may give the personal data. If the Authority or, an employee, gives personal data to anyone not listed it may be prosecuted.

A Code of Best Practice, detailed below, has been drawn up to help individual employees and the Authority remain within the law (i.e. the Data Protection Act). If you do not understand the Code, or are uncertain what to do, speak to your Manager/Supervisor, your Departmental Data Protection Liaison Officer or Brenda Scourfield, ext 5380.

NOTE: If you have supervisory responsibilities refer also to the corporate guidance note entitled "Guidance For Managers/Supervisors" available on the Data Protection Intranet page here :-

http://pccintranet/content.asp?nav=231,238,292&parent_directory_id=101

CODE OF BEST PRACTICE

YOU MUST:

- Make sure that you only give personal data to people who are entitled to receive it.
- Always check the identity of persons asking for personal data over the telephone.
- Any disclosures of data should be recorded on a Disclosures of Information, Internal Control Form.
- Make sure you understand any departmental guidelines on data disclosure - e.g. any local rules for establishing the identity of telephone callers.
- Take every care to ensure that data stored is accurate and up to date.

- Make sure you know what the departmental security procedures are for protecting data, and ensure that you follow them.

YOU MUST NOT:

- **Disclose confidential information which you have used or seen, to anyone, unless you have permission to do so.**
- **Use for your own purposes, any data held by the authority.**
- Hold personal data on computer for any purpose, without checking that the Authority is registered to do so with the Information Commissioner.
- **Leave your Computer signed-on when you are out of the room.**
- **Leave manual records containing personal data lying around.**
- Send bulk personal data via e-mail.
- Fax personal data.

AS AN EMPLOYEE YOU MAY:

- **Handle and use personal data where this is necessary for you to do your work.**
- Transfer personal data within the Authority between departments providing that:
 - you first obtain permission from your supervisor
 - the requesting officer needs the data to carry out his duties
 - it will be used **ONLY** for the purposes for which it was obtained.

REMEMBER:

It is part of your Job to ensure that personal data remains **CONFIDENTIAL & SECURE**. Misuse or unauthorised disclosure of personal data can lead to personal prosecution.

SUBJECT ACCESS REQUESTS

The Data Protection Act allows individuals to have access to and copies of information held about them on computer or in manual documents. This is known as the 'right of subject access'. The data subject also has the right to have this information corrected or deleted, where appropriate and to compensation if they suffer damage by any contravention of the Act by the Information Commissioner. If you receive a subject access request you should contact your Manager/Supervisor who will deal with the enquiry.