

# Moor House School & College

## Data Protection Policy



<b>This version dated:</b>	Summer Term 2023 (8)
<b>This Policy is to be read by:</b>	All permanent and other staff, contractors, volunteers, trustees and governors
<b>Status:</b>	Approved by FAC/ <b>Approved by FGB</b>
<b>Lead Manager:</b>	Bursar & Business Manager
<b>Responsible Committee:</b>	Finance & Audit Committee
<b>Next Review Date:</b>	Summer Term 2024

### Summary

The purpose of this policy is to identify our responsibilities under the General Data Protection Regulations ('GDPR'), as well as our obligations under our contracts with the Education and Skills Funding Agency and under the National Contract with the Local Authorities.

This policy has been written for all staff, volunteers, contractors, Trustees and Governors at Moor House School & College ('Moor House'), who will receive training/instructions on their responsibilities and sign that they have read and understand this policy.

This policy should be read in conjunction with the CCTV Policy, E-Safety Policy, Acceptable Use of Technology and Networks Policy, Data Retention and Archiving Policy, and Complaints Policy.

Moor House collects and uses both personal data and sensitive personal data about staff, pupils, parents and other individuals they come into contact with. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that Moor House complies with its statutory obligations. The Bursar & Business Manager (the '**Bursar**') has a duty to issue a Privacy notice to all pupils and parents summarising the information held on pupils, why it is held, and the other parties to whom the data may be passed.

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the GDPR, and other related legislation. It applies to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of the whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of both personal data and sensitive personal data will be made aware of their duties and responsibilities by adhering to these guidelines.

The names of students should not be published in any publicly available way without the express permission of a member of Senior Management Team ('SMT'). This will only be given where permission has been obtained from the parents of that student and, for students aged 13 and over, from the student. Similarly, the names of staff should not be published in any publicly available way, other than to identify their position within Moor House, without their permission.

All potential infringements of this policy must be reported to the Bursar and the relevant SMT member or the Principal immediately. They will then decide what action needs to be taken in line with our Disciplinary Policy.

## **Introduction**

The UK General Data Protection Regulation ('**UK GDPR**') ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

Moor House will protect and maintain a balance between data protection rights in accordance with the UK GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

This policy does not form part of any individual's terms and conditions of employment with Moor House and is not intended to have contractual effect. Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the Moor House Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

## **Definitions**

### ***Personal data***

Personal data is any information relating to an individual where the individual can be identified (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special category data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed.

Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour. Personal data includes the names of staff, pupils and other people, dates of birth, addresses, NI numbers, school/college marks, medical information, exam results, SEN assessments and staff development reviews.

Personal data will be stored either electronically or as part of a structured manual filing system in such a way that it can be retrieved automatically by reference to the individual or criteria relating to that individual.

### ***Special Category Data***

Previously termed "Sensitive Personal Data", Special Category Data is similar by definition and refers to data concerning an individual Data Subject's racial or ethnic origin, political or religious beliefs, trade union membership, physical and mental health, sexuality, biometric or genetic data and personal data relating to criminal offences and convictions. Greater legal restrictions apply to special category data. The use of such data requires explicit consent which must specify the particular types of data and the specific purposes for which the data may be used.

### ***Data Subject***

An individual about whom such information is stored is known as the Data Subject. It includes but is not limited to employees.

### ***Data Controller***

The organisation storing and controlling such information (i.e. Moor House) is referred to as the Data Controller.

## ***Processing***

Processing data involves any activity that involves the use of personal data. This includes but is not limited to: obtaining, recording or holding data or carrying out any operation or set of operations on that data such as organisation, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

## **Data Protection Principles**

Moor House is responsible for and must adhere to the principles relating to the processing of personal data as set out in the UK GDPR.

The principles Moor House must adhere to are set out below.

### **Principle 1**

Personal data must be processed lawfully, fairly and in a transparent manner. Moor House only collects, processes and shares personal data fairly and lawfully and for specified purposes. Moor House must have a specified purpose for processing personal data and special category data as set out in the UK GDPR.

Before the processing starts for the first time we will review the purposes of the particular processing activity and select the most appropriate lawful basis for that processing. We will then regularly review those purposes whilst processing continues in order to satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose).

#### *Personal Data*

Moor House may only process a data subject's personal data if one of the following fair processing conditions are met:

- the data subject has given their consent;
- the processing is necessary for the performance of a contract with the data subject or for taking steps at their request to enter into a contract;
- to protect the data subject's vital interests;
- to meet our legal compliance obligations (other than a contractual obligation);
- to perform a task in the public interest or in order to carry out official functions as authorised by law; and
- for the purposes of Moor House's legitimate interests where authorised in accordance with data protection legislation. This is provided that it would not prejudice the rights and freedoms or legitimate interests of the data subject.

#### *Special Category Data*

Moor House may only process special category data if they are entitled to process personal data (using one of the fair processing conditions above) AND one of the following conditions are met:

- the data subject has given their explicit consent;
- the processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed on Moor House in the field of employment law, social security law or social protection law. This may include, but is not limited to, dealing with sickness absence, dealing with disability and adjusting for the same and providing contractual sick pay;
- to protect the data subject's vital interests;
- to meet our legal compliance obligations (other than a contractual obligation);
- where the data has been made public by the data subject;
- to perform a task in the substantial public interest or in order to carry out official functions as authorised by law;

- where it is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;
- where it is necessary for reasons of public interest in the area of public health; and
- the processing is necessary for archiving, statistical or research purposes.

Moor House identifies and documents the legal grounds being relied upon for each processing activity.

### *Consent*

Where Moor House relies on consent as a fair condition for processing (as set out above), it will adhere to the requirements set out in the UK GDPR.

Consent must be freely given, specific, informed and be an unambiguous indication of the data subject's wishes by which they signify agreement to the processing of personal data relating to them. Explicit consent requires a very clear and specific statement to be relied upon (i.e. more than just mere action is required).

A data subject will have consented to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing. Consent requires affirmative action so silence, pre-ticked boxes or inactivity will not amount to valid consent.

Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.

If explicit consent is required, Moor House will normally seek another legal basis to process that data. However, if explicit consent is required, the data subject will be provided with full information in order to provide explicit consent.

Moor House will keep records of consents obtained in order to demonstrate compliance with consent requirements under the UK GDPR.

### **Principle 2**

Personal data must be collected only for specified, explicit and legitimate purposes.

Personal data will not be processed in any matter that is incompatible with such purposes.

Moor House will not use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless we have informed the data subject of the new purpose (and they have consented where necessary).

### **Principle 3**

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Moor House will only process personal data when our obligations and duties require us to. We will not collect excessive data and ensure any personal data collected is adequate and relevant for the intended purposes.

When personal data is no longer needed for specified purposes, Moor House shall delete or anonymise the data. Please refer to Moor House's Data Retention Policy for further guidance.

### **Principle 4**

Personal data must be accurate and, where necessary, kept up to date.

Moor House will endeavour to correct or delete any inaccurate data being processed by checking the accuracy of the personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out of date personal data.

Data subjects also have an obligation to ensure that their data is accurate, complete, up to date and relevant. Data subjects have the right to request rectification to incomplete or inaccurate data held by Moor House.

#### **Principle 5**

Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.

Legitimate purposes for which the data is being processed may include satisfying legal, accounting or reporting requirements. Moor House will ensure that they adhere to legal timeframes for retaining data.

We will take reasonable steps to destroy or erase from our systems all personal data that we no longer require. We will also ensure that data subjects are informed of the period for which data is stored and how that period is determined in our privacy notices.

Please refer to Moor House's Retention Policy for further details about how Moor House retains and removes data.

#### **Principle 6**

Personal data must be processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage.

In order to assure the protection of all data being processed, Moor House will develop, implement and maintain reasonable safeguard and security measures. This includes using measures such as:

- encryption;
- pseudonymisation (this is where Moor House replaces information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure);
- ensuring authorised access on both hard copy and electronic files (i.e. that only people who have a need to know the personal data are authorised to access it);
- adhering to confidentiality principles;
- ensuring personal data is accurate and suitable for the process for which it is processed.

Moor House follow procedures and technologies to ensure security and will regularly evaluate and test the effectiveness of those safeguards to ensure security in processing personal data.

Moor House will only transfer personal data to third party service providers who agree to comply with the required policies and procedures and agree to put adequate measures in place.

#### **Sharing Personal Data**

Moor House will generally not share personal data with third parties unless certain safeguards and contractual arrangements have been put in place. The following points will be considered:

- whether the third party has a need to know the information for the purposes of providing the contracted services;
- whether sharing the personal data complies with the privacy notice that has been provided to the data subject and, if required, the data subject's consent has been obtained;

- whether the third party has agreed to comply with the required data security standards, policies and procedures and implemented adequate security measures;
- whether the transfer complies with any applicable cross border transfer restrictions; and
- whether a fully executed written contract that contains UK GDPR approved third party clauses has been obtained.

There may be circumstances where Moor House is required either by law or in the best interests of our pupils, parents or staff to pass information onto external authorities, for example, the Local Authority, Ofsted or the Department of Health & Social Care. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

The intention to share data relating to individuals to an organisation outside of Moor House shall be clearly defined within written notifications including details and the basis for sharing the data.

### **Transfer of Data Outside the European Economic Area (EEA)**

The UK GDPR restricts data transfers to countries outside the EEA in order to ensure that the level of data protection afforded to individuals by the UK GDPR is not undermined.

Moor House will not transfer data to another country outside of the EEA without appropriate safeguards being in place and in compliance with the UK GDPR. All staff must comply with Moor House's guidelines on transferring data outside of the EEA. For the avoidance of doubt, a transfer of data to another country can occur when you transmit, send, view or access that data in that particular country.

### **Transfer of Data Outside the UK**

Moor House may transfer personal information outside the UK and/or to international organisations on the basis that the country, territory or organisation is designated as having an adequate level of protection. Alternatively, the organisation receiving the information has provided adequate safeguards by way of binding corporate rules, Standard Contractual Clauses or compliance with an approved code of conduct.

### **Data Subject's Rights and Requests**

Personal data must be made available to data subjects as set out within this policy and data subjects must be allowed to exercise certain rights in relation to their personal data.

The rights data subjects have in relation to how Moor House handles their personal data are set out below:

- a) (where consent is relied upon as a condition of processing) to withdraw consent to processing at any time;
- b) receive certain information about Moor House's processing activities;
- c) request access to their personal data that we hold (see "Subject Access Requests" at Appendix 1);
- d) prevent our use of their personal data for marketing purposes;
- e) ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- f) restrict processing in specific circumstances;
- g) challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- h) request a copy of an agreement under which personal data is transferred outside of the EEA;
- i) object to decisions based solely on automated processing;
- j) prevent processing that is likely to cause damage or distress to the data subject or anyone else;
- k) be notified of a personal data breach which is likely to result in high risk to their rights and freedoms;
- l) make a complaint to the supervisory authority; and
- m) in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

If any request is made to exercise the rights above, it is a requirement for the relevant staff member within Moor House to verify the identity of the individual making the request.

### **Direct Marketing**

Moor House is subject to certain rules and privacy laws when marketing. For example, a data subject's prior consent will be required for electronic direct marketing (for example, by email, text or automated calls).

Moor House will explicitly offer individuals the opportunity to object to direct marketing and will do so in an intelligible format which is clear for the individual to understand. Moor House will promptly respond to any individual objection to direct marketing.

### **Employee Obligations**

Data protection is the responsibility of all members of staff and Governors.

- Only access the personal data that you have authority to access, and only for authorised purposes.
- Only allow others to access personal data if they have appropriate authorisation.
- Keep personal data secure (for example, by complying with rules on access to Moor House premises, computer access, password protection and secure file storage and destruction).
- Do not remove personal data or devices containing personal data from Moor House premises unless appropriate security measures are in place (such as pseudonymisation, encryption, password protection) to secure the information.
- Do not store personal information on local drives.
- Staff must not disclose personal or sensitive personal data to third parties without authorisation from the Bursar or a relevant SMT member.
- Personal or sensitive personal data can only be disclosed to authorised persons on a need to know basis and with the consent of the individuals concerned.
- When sending emails, staff should ensure the anonymity of addressees by making use of the BCC (blind carbon copy) functionality when addressing emails.
- Staff must ensure that they do not retain copies of the personal details of another member of staff, a pupil or a pupil's family on their devices. Data of this type can be accessed via SIMS, therefore, paper copies of lists and/or other pupil data should not be taken home.
- Staff must ensure that devices connected to Moor House accounts are kept secure whilst in and out of school and college and report any loss to the Data and IT Manager immediately.
- Staff must not store Moor House material on cloud folders (other than One drive), unencrypted USB sticks or external hard drives.
- All information kept on computers will be password protected. Secure back-ups of the information stored on the computers will be made on a daily basis.
- All personal or sensitive personal data stored in a paper form will be stored securely.
- All personnel involved in any way with the handling of personal and sensitive personal data will be trained on this data protection policy and on security procedures.
- Staff will support students to make a subject access request under Appendix 1. All breaches of security will be investigated. They will be notified to SMT and the Finance and Audit Committee, and the HR Committee. Where significant, they will also be referred to the Information Commissioner and the Charity Commission.
- Virtual Private Network (VPN) remote access to files is provided to staff with the agreement of their SMT member. This allows staff to access and work on their files remotely, while the files remain on the Moor House IT system. These files cannot be transferred to the local system or be printed locally.
- Staff requiring to take files with any student data, personal data and sensitive personal data off site may only do so with the agreement of their SMT member and only providing that it is held in an encrypted device. Access to the encrypted device must be restricted to the staff member. Information containing information relating to students, personal data and sensitive personal data may only be held off-site where it is in a secure place. It should not be:

- left in sight in a parked car, always place in the locked boot of the car;
- left in an accessible place in a hotel bedroom, always place in a safe or other locked area;  
or
- left at home in an area that is accessible to visitors and family members

Trustees and Governors are given access to their papers using Home Access Plus. This provides a secure method to access and download the papers which are confidential but do not contain personal data and sensitive personal data. The Trustees and Governors are responsible for ensuring that the information is held and disposed of confidentially. If required, the Bursar can arrange for information to be disposed of confidentially.

Should it be necessary for a Trustee or Governor to handle personal data or sensitive personal data, then they should adhere to the same requirements as staff requiring to take this information off site.

Publicly available media includes websites, Facebooks, Twitter, Prezi, etc.

Department heads are responsible for reviewing periodically their own areas to ensure the rules of storage, protection and disposal are being applied. The Bursar will monitor the application of the policy in relation to Moor House's changing data needs usage and report annually on its effectiveness, and make recommendations for improving the policy and its deployment to the Finance and Audit Committee, and the HR Committee.

### **Accountability**

Moor House will ensure compliance with data protection principles by implementing appropriate technical and organisational measures. We are responsible for and demonstrate accountability with the UK GDPR principles.

Moor House has taken the following steps to ensure and document UK GDPR compliance:

### ***Data Protection Officer (DPO)***

Please find below details of the Moor House Data Protection Officer: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell



The DPO is responsible for overseeing this Data Protection Policy and developing data-related policies and guidelines.

Please contact the DPO with any questions about the operation of this Data Protection Policy or the UK GDPR or if you have any concerns that this policy is not being or has not been followed. In particular, you must always contact the DPO in the following circumstances:

- a) if you are unsure of the lawful basis being relied on by Moor House to process personal data;
- b) if you need to rely on consent as a fair reason for processing (please see below the section on consent for further detail);
- c) if you need to draft privacy notices or fair processing notices;
- d) if you are unsure about the retention periods for the personal data being processed, but would refer you to the Moor House Data Retention Policy in the first instance;
- e) if you are unsure about what security measures need to be put in place to protect personal data;
- f) if there has been a personal data breach and would refer you to the procedure set out in the Moor House Data Breach Policy;
- g) if you are unsure on what basis to transfer personal data outside the EEA;
- h) if you need any assistance dealing with any rights invoked by a data subject;
- i) whenever you are engaging in a significant new (or a change in) processing activity which is likely to require a data protection impact assessment or if you plan to use personal data for purposes other than what it was collected for;
- j) if you plan to undertake any activities involving automated processing or automated decision making;
- k) if you need help complying with applicable law when carrying out direct marketing activities;
- l) if you need help with any contracts or other areas in relation to sharing personal data with third parties.

### ***Personal Data Breaches***

The UK GDPR requires Moor House to notify any applicable personal data breach to the Information Commissioner's Office (ICO).

We have put in place procedures to deal with any suspected personal data breach and will notify data subjects or any applicable regulator where we are legally required to do so.

If you know or suspect that a personal data breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the person designated as the key point of contact for personal data breaches (who is the Bursar) or your DPO.

### ***Transparency and Privacy Notices***

Moor House will provide detailed, specific information to data subjects. This information will be provided through Moor House's privacy notices and/or fair processing notices which are concise, transparent, intelligible, easily accessible and in clear and plain language so that a data subject can easily understand them. Moor House's privacy notices are tailored to suit the data subject and set out information about how Moor House use its data.

Whenever we collect personal data directly from data subjects, including for human resources or employment purposes, we will provide the data subject with all the information required by the UK GDPR. This includes the identity of the Data Protection Officer, Moor House's contact details, how and why we will use, process, disclose, protect and retain personal data. This information will be provided within our privacy notices.

When personal data is collected indirectly (for example, from a third party or a publicly available source), where appropriate, we will provide the data subject with the above information as soon as possible after receiving the data. Moor House will also confirm whether that third party has collected and processed data in accordance with the UK GDPR.

Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as “children” under the UK GDPR.

### ***Privacy by Design***

Moor House adopts a privacy by design approach to data protection to ensure that we adhere to data compliance and to implement technical and organisational measures in an effective manner.

Privacy by design is an approach that promotes privacy and data protection compliance from the start. To help us achieve this, Moor House takes into account the nature and purposes of the processing, any cost of implementation and any risks to rights and freedoms of data subjects when implementing data processes.

### ***Data Protection Impact Assessments (DPIAs)***

In order to achieve a privacy by design approach, Moor House conducts DPIAs for any new technologies or programmes being used by Moor House which could affect the processing of personal data. In any event, Moor House carries out DPIAs when required by the UK GDPR in the following circumstances:

- for the use of new technologies (programs, systems or processes) or changing technologies;
- for large scale processing of special category data; and
- for large scale, systematic monitoring of a publicly accessible area (through the use of CCTV).

Our DPIAs contain:

- a description of the processing, its purposes and any legitimate interests used;
- an assessment of the necessity and proportionality of the processing in relation to its purpose;
- an assessment of the risk to individuals; and
- the risk mitigation measures in place and demonstration of compliance.

### ***Record Keeping***

Moor House are required to keep full and accurate records of our data processing activities. These records include:

- the name and contact details of Moor House;
- the name and contact details of the Data Protection Officer;
- descriptions of the types of personal data used;
- description of the data subjects;
- details of Moor House’s processing activities and purposes;
- details of any third party recipients of the personal data;
- where personal data is stored;
- retention periods; and
- security measures in place.

### ***Training***

Moor House will ensure all relevant personnel have undergone adequate training to enable them to comply with data privacy laws.

### ***Audit***

Moor House, through its Data Protection Officer, regularly tests data systems and processes in order to assess compliance. These are done through data audits which take place regularly in order to review use of personal data.

### ***Monitoring***

We will monitor the effectiveness of this and all of our policies and procedures and conduct a full review and update as appropriate.

Our monitoring and review will include looking at how our policies and procedures are working in practice to reduce the risks posed to Moor House.

### **Archive and back-up security**

The data disposal process is set out in the Data Retention and Archiving Policy.

### **Complaints**

Complaints will be dealt with in accordance with the Complaints Policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

### **Contacts**

The Bursar has lead responsibility for Data Protection within Moor House. If you have any enquiries in relation to this policy, please contact the Data and IT Manager or the Bursar. The Bursar will also act as the contact point for any subject access requests.

Further advice and information is available from the Information Commissioners Office. The Education advice and resources are at <https://ico.org.uk/for-the-public/schools/>

**Agreement to the Data Protection Policy**

I confirm that I have read, understood and agree with this Policy

Name	
Signature	
Date	

## **Subject Access Requests**

Under Data Protection Law, Data Subjects have a general right to find out whether Moor House holds or processes personal data about them, to access that data, and to be given supplementary information. This is known as the right of access, or the right to make a data subject access request (SAR). The purpose of the right is to enable the individual to be aware of, and verify, the lawfulness of the processing of personal data that Moor House is undertaking.

This appendix provides guidance for staff members on how data subject access requests should be handled, and for all individuals on how to make a SAR.

Failure to comply with the right of access under UK GDPR puts both staff and Moor House at potentially significant risk, and so Moor House takes compliance with this policy very seriously.

A Data Subject has the right to be informed by Moor House of the following:

- a) confirmation that their data is being processed;
- b) access to their personal data;
- c) a description of the information that is being processed;
- d) the purpose for which the information is being processed;
- e) the recipients/class of recipients to whom that information is or may be disclosed;
- f) details of Moor House's sources of information obtained;
- g) in relation to any Personal Data processed for the purposes of evaluating matters in relation to the Data Subject that has constituted or is likely to constitute the sole basis for any decision significantly affecting him or her, to be informed of the logic of the Data Controller's decision making; such data may include, but is not limited to, performance at work, creditworthiness, reliability and conduct; and
- h) other supplementary information.

### **How to recognise a subject access request**

A data subject access request is a request from an individual (or from someone acting with the authority of an individual, e.g. a solicitor or a parent making a request in relation to information relating to their child):

- for confirmation as to whether Moor House process personal data about him or her and, if so;
- for access to that personal data; and/or
- certain other supplementary information

A valid SAR can be both in writing (by letter, email, WhatsApp text) or verbally (e.g. during a telephone conversation). The request may refer to the UK GDPR and/or to 'data protection' and/or to 'personal data' but does not need to do so in order to be a valid request. For example, a letter which states 'please provide me with a copy of information that Moor House holds about me' will be a data subject access request and should be treated as such.

A data subject is generally only entitled to access their own personal data, and not information relating to other people.

### **How to make a data subject access request**

Whilst there is no requirement to do so, we encourage any individuals who wish to make such a request to make the request in writing, detailing exactly the personal data being requested. This allows Moor House to easily recognise that you wish to make a data subject access request and the nature of your request. If the request is unclear/vague we may be required to clarify the scope of the request which may in turn delay the start of the time period for dealing with the request.

### **What to do when you receive a data subject access request**

All data subject access requests should be immediately directed to the Bursar who should contact Judicium as DPO in order to assist with the request and what is required. There are limited timescales within which Moor House must respond to a request and any delay could result in failing to meet those timescales, which could lead to enforcement action by the Information Commissioner's Office (ICO) and/or legal action by the affected individual without delay and failure to do so may result in disciplinary action taken.

### **Acknowledging the request**

When receiving a SAR, Moor House shall acknowledge the request as soon as possible and inform the requester about the statutory deadline (of one calendar month) to respond to the request.

In addition to acknowledging the request, Moor House may ask for:

- proof of ID (if needed);
- further clarification about the requested information;
- if it is not clear where the information shall be sent, Moor House must clarify what address/email address to use when sending the requested information; and/or
- consent (if requesting third party data).

Moor House should work with their DPO in order to create the acknowledgment.

### **Verifying the identity of a requester or requesting clarification of the request**

Before responding to a SAR, Moor House will take reasonable steps to verify the identity of the person making the request. In the case of current employees, this will usually be straightforward. Moor House is entitled to request additional information from a requester in order to verify whether the requester is in fact who they say they are. Where Moor House has reasonable doubts as to the identity of the individual making the request, evidence of identity may be established by production of a passport, driving licence, a recent utility bill with current address, birth/marriage certificate, credit card or a mortgage statement.

If an individual is requesting a large amount of data, Moor House may ask the requester for more information for the purpose of clarifying the request, but the requester shall never be asked why the request has been made. Moor House shall let the requestor know as soon as possible where more information is needed before responding to the request.

In both cases, the period of responding begins when the additional information has been received. If Moor House do not receive this information, they will be unable to comply with the request.

### **Requests made by third parties or on behalf of children**

Moor House needs to be satisfied that the third party making the request is entitled to act on behalf of the individual, but it is the third party's responsibility to provide evidence of this entitlement. This might be a written authority to make the request or it might be a more general power of attorney. Moor House may also require proof of identity in certain circumstances.

If Moor House is in any doubt or has any concerns as to providing the personal data of the data subject to the third party, then it should provide the information requested directly to the data subject. It is then a matter for the data subject to decide whether to share this information with any third party.

When requests are made on behalf of children, it is important to note that even if a child is too young to understand the implications of subject access rights, it is still the right of the child, rather than of anyone else such as a parent or guardian, to have access to the child's personal data. Before responding to a SAR for information held about a child, Moor House should consider whether the child is mature enough to understand their rights. If Moor House is confident that the child can understand their rights, then Moor House should usually respond directly to the child or seek their consent before releasing their information.

It shall be assessed if the child is able to understand (in broad terms) what it means to make a subject access request and how to interpret the information they receive as a result of doing so. When considering borderline cases, the following should be taken into account, among other things:

- the child's level of maturity and their ability to make decisions like this;
- the nature of the personal data;
- any court orders relating to parental access or responsibility that may apply;
- any duty of confidence owed to the child or young person;
- any consequences of allowing those with parental responsibility access to the child's or young person's information. This is particularly important if there have been allegations of abuse or ill treatment;
- any detriment to the child or young person if individuals with parental responsibility cannot access this information; and
- any views the child or young person has on whether their parents should have access to information about them.

Generally, a person aged 12 years or over is presumed to be of sufficient age and maturity to be able to exercise their right of access, unless the contrary is shown. In relation to a child 12 years of age or older, then provided that Moor House is confident that they understand their rights, and there is no reason to believe that the child does not have the capacity to make a request on their own behalf, Moor House will require the written authorisation of the child before responding to the requester, or provide the personal data directly to the child.

Moor House may also refuse to provide information to parents if there are consequences of allowing access to the child's information – for example if it is likely to cause detriment to the child.

### **Fee for responding to a SAR**

Moor House will usually deal with a SAR free of charge. Where a request is considered to be manifestly unfounded or excessive a fee to cover administrative costs may be requested. If a request is considered to be manifestly unfounded or unreasonable Moor House will inform the requester why this is considered to be the case and that Moor House will charge a fee for complying with the request.

A fee may also be requested in relation to repeat requests for copies of the same information. In these circumstances a reasonable fee will be charged, taking into account the administrative costs of providing the information.

If a fee is requested, the period of responding begins when the fee has been received.

### **Time Period for Responding to a SAR**

Moor House has one calendar month to respond to a SAR. This will run from the day that the request was received or from the day when any additional identification or other information requested is received, or payment of any required fee has been received.

The circumstances where Moor House is in any reasonable doubt as to the identity of the requester, this period will not commence unless and until sufficient information has been provided by the requester as to their identity, and in the case of a third-party requester, the written authorisation of the data subject has been received.

The period for response may be extended by a further two calendar months in relation to complex requests. What constitutes a complex request will depend on the particular nature of the request. The DPO must always be consulted in determining whether a request is sufficiently complex as to extend the response period.

Where a request is considered to be sufficiently complex as to require an extension of the period for response, will need to notify the requester within one calendar month of receiving the request, together with reasons as to why this extension is considered necessary.

### **School & College closure periods**

Requests received during or just before school and college closure periods may not be able to be responded to within the one calendar month response period. This is because Moor House will be closed, we do not review emails during this period and no one will be on site to comply with the request. As a result, it is unlikely that your request will be able to be dealt with during this time.

We may not be able to acknowledge your request during this time (i.e. until a time when we receive the request), however, if we can acknowledge the request we may still not be able to deal with it until Moor House school and college re-opens. Moor House will endeavour to comply with requests as soon as possible and will keep in communication with you as far as possible. If your request is urgent, please provide your request during term times and not during/close to closure periods.

### **Information to be provided in response to a request**

The individual is entitled to receive access to the personal data we process about him or her and the following information:

- the purpose for which we process the data;
- the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular where those recipients are in third countries or international organisations;
- where possible, the period for which it is envisaged the personal data will be stored, or, if not possible, the criteria used to determine that period;
- the fact that the individual has the right:
  - to request that Moor House rectifies, erases or restricts the processing of his personal data;or



- to object to its processing;
- to lodge a complaint with the ICO;
- where the personal data has not been collected from the individual, any information available regarding the source of the data;
- any automated decision we have taken about him or her together with meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for him or her.

The information should be provided in a way that is concise, transparent, easy to understand and easy to access using clear and plain language, with any technical terms, abbreviations or codes explained. The response shall be given in writing if the SAR was made in writing in a commonly-used electronic format.

The information that Moor House is required to supply in response to a SAR must be supplied by reference to the data in question at the time the request was received. However, as Moor House has one month in which to respond, Moor House is allowed to take into account any amendment or deletion made to the personal data between the time the request is received and the time the personal data is supplied if such amendment or deletion would have been made regardless of the receipt of the SAR.

Moor House is, therefore, allowed to carry out regular housekeeping activities even if this means deleting or amending personal data after the receipt of a SAR. Moor House is not allowed to amend or delete data to avoid supplying the data.

### **How to locate information**

The personal data Moor House needs to provide in response to a data subject access request may be located in several of the electronic and manual filing systems. This is why it is important to identify at the outset the type of information requested so that the search can be focused.

Depending on the type of information requested, Moor House may need to search all or some of the following:

- electronic systems, e.g. databases, networked and non-networked computers, servers, customer records, human resources system, email data, back up data, CCTV;
- manual filing systems in which personal data is accessible according to specific criteria, e.g. chronologically ordered sets of manual records containing personal data;
- data systems held externally by our data processors;
- occupational health records;
- pensions data;
- insurance benefit information.

Moor House should search these systems using the individual's name, employee number or other personal identifier as a search determinant.

### **Protection of third parties - exemptions to the right of subject access**

There are circumstances where information can be withheld pursuant to a SAR. These specific exemptions and requests should be considered on a case by case basis.

Moor House will consider whether it is possible to redact information so that this does not identify those third parties. If their data cannot be redacted (for example, after redaction it is still obvious who the data relates to) then Moor House does not have to disclose personal data to the extent that doing so would involve disclosing information relating to another individual (including information identifying the other individual as the source of information) who can be identified from the information unless:

- the other individual has consented to the disclosure; or
- it is reasonable to comply with the request without that individual's consent.

In determining whether it is reasonable to disclose the information without the individuals consent, all of the relevant circumstances will be considered, including:

- the type of information that they would disclose;
- any duty of confidentiality they owe to the other individual;
- any steps taken to seek consent from the other individual;
- whether the other individual is capable of giving consent; and
- any express refusal of consent by the other individual.

It needs to be decided whether it is appropriate to disclose the information in each case. This decision will involve balancing the data subject's right of access against the other individual's rights. If the other person consents to Moor House disclosing the information about them, then it would be unreasonable not to do so. However, if there is no such consent, Moor House must decide whether to disclose the information anyway. If there are any concerns in this regard then the DPO should be consulted.

#### **Other exemptions to the right of subject access**

In certain circumstances Moor House may be exempt from providing some or all of the personal data requested. These exemptions are described below and should only be applied on a case-by-case basis after a careful consideration of all the facts.

##### ***Crime detection and prevention:***

Moor House does not have to disclose any personal data being processed for the purposes of preventing or detecting crime; apprehending or prosecuting offenders; or assessing or collecting any tax or duty.

##### ***Confidential references:***

Moor House does not have to disclose any confidential references given to third parties for the purpose of actual or prospective:

- education, training or employment of the individual;
- appointment of the individual to any office; or
- provision by the individual of any service

This exemption does not apply to confidential references that Moor House receives from third parties. However, in this situation, granting access to the reference may disclose the personal data of another individual (i.e. the person giving the reference), which means that Moor House must consider the rules regarding disclosure of third-party data set out above before disclosing the reference.

##### ***Legal professional privilege:***

Moor House does not have to disclose any personal data which are subject to legal professional privilege.

***Management forecasting:***

Moor House does not have to disclose any personal data processed for the purposes of management forecasting or management planning to assist us in the conduct of any business or any other activity.

***Negotiations:***

Moor House does not have to disclose any personal data consisting of records of intentions in relation to any negotiations with the individual where doing so would be likely to prejudice those negotiations.

**Refusing to respond to a request**

Moor House can refuse to comply with a request if the request is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature.

If a request is found to be manifestly unfounded or excessive Moor House can:

- request a "reasonable fee" to deal with the request; or
- refuse to deal with the request.

In either case Moor House needs to justify the decision and inform the requestor about the decision.

The reasonable fee should be based on the administrative costs of complying with the request. If deciding to charge a fee, Moor House should contact the individual promptly and inform them. Moor House does not need to comply with the request until the fee has been received.

**Record keeping**

A record of all subject access requests shall be kept by the Bursar. The record shall include the date the SAR was received, the name of the requester, what data Moor House sent to the requester and the date of the response.

**Subject Access Requests Form**

The Data Protection Act 2018 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to make a request for your data. Your request will normally be processed within one calendar month upon receipt of a fully completed form and proof of identity.

**Proof of Identity**

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of a document such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The document should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

**Section 1**

Please fill in the details of the data subject (i.e. the person whose data you are requesting). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title	
Surname/Family Name	
First Name(s)/ Forename	
Date of Birth	
Address	
Post Code	
Phone Number	
Email address	

I am enclosing the following copies as proof of identity (please tick the relevant box):

- Birth certificate
- Driving licence
- Passport
- An official letter to my address

**Personal Information**

*If you only want to know what information is held in specific records, please indicate in the box below. Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant.*

**Details:**

**Employment records:**

If you are, or have been employed by Moor House and are seeking personal information in relation to your employment please provide details of your staff number, unit, team, dates of employment etc.

**Details:**

## Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title	
Surname/Family Name	
First Name(s)/Forenames	
Date of Birth	
Address	
Post Code	
Phone Number	

I am enclosing the following copies as proof of identity (please tick the relevant box):

- Birth certificate
- Driving licence
- Passport
- An official letter to my address

**What is your relationship to the data subject?** (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- Letter of authority
- Lasting or Enduring Power of Attorney
- Evidence of parental responsibility
- Other (give details):

### Section 3

Please describe as detailed as possible what data you request access to (e.g. time period, categories of data, information relating to a specific case, paper records, electronic records).

I wish to:

- Receive the information by post\*
- Receive the information by email
- Collect the information in person
- View a copy of the information only
- Go through the information with a member of staff

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity by email to: [enquiries@moorhouseschool.co.uk](mailto:enquiries@moorhouseschool.co.uk)