

ITASS Data Security Guidance

Introductory Guidance on Data Security for Schools

Introduction

Your school will collect, hold and use a lot of information about individuals such as Pupils, parents or guardians, and staff. This is known as personal data. Personal data is protected under English Law under the Data Protection Act (1998). It is your responsibility to comply with this act.

What is it?

Data security is a policy that gives guidance on how to handle other people's data (known as personal data in the data security act (1998) in your job role within your school. It is enforced by the Data Protection Act (1998)

Why should you know it?

It will help you work in a more efficient way. The fact that Data security information is made available to you means you have a responsibility to implement its practice and will be accountable for the way you work.

Data Protection Act 1998 in a Nutshell

The Data Protection Act exists to protect personal data being shared/ exposed to other people without your consent. It is based on 8 principles.

You will need to be aware of the act as part of your job role requires you to use data in a responsible way.

- Data may only be used for the specific purposes for which it was collected.
- Data must not be shared or given to others without consent of the individual whom it is about unless there is another law saying that you can.
- Individuals have a right to see the information that is held about them unless the information is held for crime prevention or detection.
- You must not keep data for longer than necessary and it must be up to date.
- Do not send data outside the data European Union, different laws apply.
- Most organisations need to register with the Information Commissioner's Office if you wish to hold complex data including schools.
- Adequate security measures needs to be in place which involves technical measures (such as firewalls) and organisational measures (such as staff training).
- If inaccurate information is held the person has the right to have it corrected.

What happens if you ignore data security?

Failure to comply with the data protection act is a criminal offence so you could end up with a criminal record.

What do I need to do next?

Make sure you follow advice being released to you. Obtain information from your nominated person in charge of data security.