



DATA AND INFORMATION GOVERNANCE: **Information Policy**

This policy has been adopted by the Board of Directors of Pathfinder Multi Academy Trust and is applicable across all schools that make up the Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Headteacher of each school that is part of Pathfinder Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be reviewed formally by the MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

Date Adopted: **February 2020**

Date for Review: **February 2021**

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Introduction

This policy is to ensure that Pathfinder Multi Academy Trust and its schools comply with the requirements of the General Data Protection Regulation, Environmental Information Regulations 2004 (EIR) and Freedom of Information Act 2000 (FOIA), associated guidance and Codes of Practice issued under the legislation.

1 Scope

This policy is the Trust's main information governance policy and addresses:

- Data Protection (including rights and complaints)
- Freedom of Information
- Information Asset Management

The Information Policy applies to information in all forms including, but not limited to:

- Hard copy or documents printed or written on paper;
- Information or data stored electronically, including scanned images;
- Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer;
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card;
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops;
- Speech, voice recordings and verbal communications, including voicemail;
- Published web content, for example intranet and internet;
- Photographs and other digital images.

This policy should be read in conjunction with the other policies in PMAT's Information Governance policy framework.

2 Data Protection

Personal data will be processed in accordance with the requirements of GDPR and in compliance with the data protection principles specified in the legislation.

The Trust and its schools have notified the Information Commissioner's Office that they are Data Controller and has appointed a Data Protection Officer (DPO). Details of the DPO can be found here:

The DPO is a statutory position and will operate in an advisory capacity. Duties will include:

- Acting as the point of contact for the Information Commissioner's Office (ICO) and data subjects;
- Facilitating a periodic review of the corporate information asset register and information governance policies;
- Assisting with the reporting and investigation of information security breaches
- Providing advice on all aspects of data protection as required, including information requests, information sharing and Data Protection Impact Assessments; and
- Reporting to governors on the above matters

3 Information Asset Register

The DPO will advise the Trust in developing and maintaining an Information Asset Register (IAR). The register will include the following information for each asset:

- An individual information asset identification number;
- The owner of that asset;
- Description and purpose of the asset;
- Whether there is a privacy notice published for that asset;
- Format and location of the asset;
- Which officers (job titles/teams) have routine access to the information;
- Whether there are any data sharing agreements relating to the information and the name of that agreement,
- Conditions of data processing;
- Details of any third parties contracted to process the information;
- Retention period for the asset

The IAR will be reviewed annually and the Headteacher or School Business Manager will inform the COO of any significant changes to their information assets within one calendar month.

Information Asset Owners

An Information Asset Owner (IAO) is the individual responsible for an information asset, understands the value of that information and the potential risks associated with it. The school will ensure that IAO's are appointed based on sufficient seniority and level of responsibility. The Schools IAOs will be detailed in their school specific IAR.

IAO's are responsible for the security and maintenance of their information assets. This includes ensuring that other members of staff are using the information safely and responsibly. The role also includes determining the retention period for the asset, and when destroyed, ensuring this is done so securely. This is carried out in line with the Trust Records Management Policy.

4 Training

The Trust will ensure that appropriate guidance and training is given to the relevant staff, governors and other authorised school users on access to information procedures, records management and data breach procedures. Individuals will also be made aware and given training in relation to information security including using email and the internet.

Our Schools will maintain a training schedule which will record when employees have completed information governance training and when refresher training is due. This record will be held by each school and will be available for auditing purposes.

The DPO will provide the Trust with training resources and guidance materials. The DPO will be consulted in relation to training where necessary; to ensure training resources and their implementation are effective.

The Trust and its school will ensure that any third party contractors have adequately trained their staff in information governance by carrying out the appropriate due diligence.

5 Privacy Notices

The Trust and its schools will provide a privacy notice to data subjects each time it obtains personal information from or about that data subject. Our main privacy notice will be displayed on the Trust's and school's websites in an easily accessible area. This notice will also be provided in a hard copy to pupils and parents at the start of their time in a Trust school as part of their information pack. A privacy notice for employees will be provided at commencement of their employment with the Trust. The privacy notice will be distributed at least annually to staff. Specific privacy notices will be issued where the data subject requires more information about specific processing (e.g. school trips, projects).

Privacy notices will be cleared by the DPO prior to being published or issued. A record of privacy notices shall be kept on the school's Information Asset Register.

6 Information sharing

In order to efficiently fulfil our duty of education provision it is sometimes necessary for the Trust or its schools to share information with third parties. Routine and regular information sharing arrangements will be documented in the Trust and its school's main privacy notice (as above). Any adhoc sharing of information will be done in compliance with our legislative requirements.

7 Data Protection Impact Assessments (DPIAs)

The Trust and its schools will conduct a data protection impact assessment for all new projects involving high risk data processing as defined by GDPR. This assessment will consider the privacy risks and implications of new projects as well as providing solutions to the identified risks.

The DPO will be consulted at the start of a project and will advise whether a DPIA is required. If it is agreed that a DPIA will be necessary, then the DPO will assist with the completion of the assessment, providing relevant advice.

8 Retention periods

Retention periods will be determined by any legal requirement, best practice or national guidance, and lastly the organisational necessity to retain the information. In addition IAOs will take into account the Limitation Act 1980, which provides timescales within which action may be taken for breaches of the law, when determining retention periods.

The Trust has adopted the retention schedule published by the Information and Records Management Society (IRMS).

9 Destruction of records

Retention periods for records are recorded in the Trust's and school's IARs. When a record reaches the end of its retention period the IAO will arrange for the records, both electronic and paper to be destroyed securely. Provisions to destroy paper information securely include cross cutting shredders and confidential waste bins.

Advice in regards to the secure destruction of electronic media will be sought from relevant IT support.

A record should be retained of all files destroyed including, where relevant:

- File reference number,
- Description of file,
- Date of disposal,
- Method of disposal,
- Officer who destroyed record

10 Third Party Data Processors

All third party contractors who process data on behalf of the Trust or its schools must be able to provide assurances that they have adequate data protection controls in place to ensure that the data they process is afforded the appropriate safeguards. Where personal data is being processed, there will be a written contract in place with the necessary data protection clauses contained.

Relevant senior leadership may insist that any data processing by a third party, ceases immediately if it believes that that third party has not got adequate data protection safeguards in place. If any data processing is going to take place outside of the EEA then the Data Protection Officer must be consulted prior to any contracts being agreed.

11 Access to information

Requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004

Requests under this legislation should be made to the Trust or school concerned using the contact details listed below:

Pathfinder Multi Academy Trust

Hull Road, York YO10 5ZA info@pmat.academy

Acomb Primary School

West Bank, York YO24 4ES office@acomb.pmat.academy

Archbishop Holgate's School

Hull Road, York YO10 5ZA reception@archbishopholgates.org

Badger Hill Primary School

Crossways, Badger Hill, York YO10 5JF office@badgerhill.pmat.academy

Clifton with Rawcliffe Primary School

Eastholme Drive, Rawcliffe, York YO30 5TA admin@cwr.pmat.academy

Hempland Primary Academy

Whitby Avenue, Stockton Lane, York YO31 1ET office@hempland.pmat.academy

Heworth CE Primary School

53 Heworth Road, Heworth, York YO31 0AA office@heworth.pmat.academy

New Earswick Primary School

Hawthorn Terrace, New Earswick, York YO31 4BY office@nep.pmat.academy

Rufforth Primary School

Wetherby Road, Rufforth, York YO23 3QF office@rufforth.pmat.academy

St Lawrence's CE Primary School

Heslington Road, York YO10 5BW office@stl.pmat.academy

Tang Hall Primary School

Sixth Avenue, Heworth, York YO31 0UT office@tanghall.pmat.academy

The Headteacher and School Business Manager will be responsible for:

- Updating the necessary Trust Register/Log;
- Notifying the Central Operations Team of the request;
- Deciding whether the requested information is held;
- Locating, retrieving or extracting the information;
- Considering whether any exemption might apply, and the balance of the public interest test;
- Preparing the material for disclosure and drafting the response;
- Seeking any necessary approval for the response; and
- Sending the response to the requester

FOIA requests should be made in writing. Please note that we will only consider requests which provide a valid name and address and we will not consider requests which ask us to click on electronic links. EIR requests can be made verbally, however we will endeavour to follow this up in writing with the requestor to ensure accuracy.

Each request received will be acknowledged within 5 school days. The Communications Manager and Chief Operating Officer will consider all requests where a public interest test is applied or where there is any doubt on whether an exemption should be applied. In applying the public interest test they will:

- Document clearly the benefits of both disclosing or withholding the requested information;
- Where necessary seek guidance from previous case law in deciding where the balance lies; and
- Consult the DPO.

Reasons for disclosing or not disclosing will be reported to the next board meeting.

We have adopted the Information Commissioner's model publication scheme for schools and will publish as much information as possible on our website in the interests of transparency and accountability.

We will charge for supplying information at our discretion, in line with current regulations. If a charge applies, written notice will be given to the applicant and payment must be received before the information is supplied. Our charging is in line with the Local Authority's charging regime for FOI/EIR.

If you make an enquiry under the Freedom of Information act that costs less than £450, we will help you free of charge. £450 is for the cost of finding and retrieving the information. However, we may ask you to pay the cost of making copies, postage and similar expenses. Copies will be charged at 5p per page.

If your enquiry will cost more than £450, we may refuse outright to answer, or ask you to pay the cost.

We will adhere to the required FOI/EIR timescales, and requests will be answered within 20 school days.

Requests for information under the GDPR – Subject Access Requests

Requests under this legislation should be made to the Trust or school concerned using the contact details stated previously.

Any member of staff/governor/trustee may receive a request for an individual's personal information. Whilst GDPR does not require such requests to be made in writing, applicants are encouraged where possible to do so; applicants who require assistance should seek help from the school. Requests will be logged with the school office and acknowledged within 5 days.

We must be satisfied as to your identity and may have to ask for additional information such as:

- Valid Photo ID (driver's licence, passport etc);
- Proof of Address (Utility bill, council tax letter etc);
- further information for the school to be satisfied of the applicant's identity;

Only once the Trust or school is satisfied of the requestor's identity and has sufficient information on which to respond to the request will it be considered valid. We will then respond to your request within the statutory timescale of one calendar month.

The Trust or school can apply a discretionary extension of up to two calendar months to comply with the request if the requested information would take a considerable amount of time to collate, redact, and prepare for disclosure due to either the complexity or voluminous nature of the records. If we wish to apply an extension we will firstly seek guidance from our DPO, then inform the applicant of the extension within the first calendar month of receiving the request. This extension period will be kept to a minimum and will not be used as a way of managing workloads. In very limited cases we may also refuse a request outright as 'manifestly unreasonable' if we would have to spend an unjustified amount of time and resources to comply.

Should we think any exemptions are necessary to apply we will seek guidance from our DPO to discuss their application.

If a subject access request is made by a parent whose child is 12 years of age or over we may consult with the child or ask that they submit the request on their own behalf. This decision will be made based on the capacity and maturity of the pupil in question.

Requests received from parents asking for information held within the pupil's Education Record will be dealt with under the Education (Pupil Information) (England) Regulations 2005. Any charges which arise from this request will be applied at our discretion.