



Trinity Academy Data Protection Policy

Last Reviewed: 24th March 2024

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1. Introduction

Trinity Academy recognizes the importance of protecting personal data and is committed to ensuring the confidentiality, integrity, and security of all information collected, processed, and stored within the school. This Data Protection Policy outlines the school's approach to data protection, including the procedures and measures implemented to safeguard personal data in compliance with relevant data protection laws and regulations.

2. Purpose

The purpose of this policy is to:

- Establish clear guidelines and principles for the collection, processing, storage, and sharing of personal data within Trinity Academy.
- Ensure compliance with applicable data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and other relevant legislation.
- Protect the privacy rights and confidentiality of individuals whose personal data is processed by Trinity Academy.
- Define the roles and responsibilities of staff, students, and third-party entities in relation to data protection practices and procedures.

3. Scope

This policy applies to all personal data collected, processed, stored, and shared by Trinity Academy in the course of its operations, including data relating to students, staff, parents/guardians, visitors, and other stakeholders. It encompasses data in both digital and physical formats, regardless of the medium or platform used for storage or processing.

4. Compliance with Data Protection Laws

Trinity Academy is committed to complying with all applicable data protection laws and regulations, including the GDPR and any other relevant legislation governing the processing of personal data. The school ensures that its data protection practices adhere to the principles of lawfulness, fairness, and transparency, and that the rights of data subjects are respected and protected at all times.

5. Data Collection and Processing

Trinity Academy collects and processes personal data only for specified and lawful purposes, and with the consent of the data subjects where required. Personal data is collected directly from individuals or from authorized sources, and only to the extent necessary for the fulfillment of legitimate school-related activities and functions. The school ensures that personal data is accurate, up-to-date, and relevant for the purposes for which it is processed, and takes measures to minimize the collection of unnecessary or excessive data.

6. Data Security Measures

Trinity Academy implements appropriate technical and organizational measures to protect personal data against unauthorized access, alteration, disclosure, or destruction. These measures include but are not limited to encryption, access controls, password protection, secure storage, and regular security audits and assessments. Staff members are trained on data security best practices and are required to adhere to strict confidentiality obligations when handling personal data.

7. Data Access and Sharing

Access to personal data within Trinity Academy is restricted to authorized individuals on a need-to-know basis, in accordance with their roles and responsibilities. Personal data is shared with third parties only where necessary for the provision of services or fulfillment of contractual obligations, and appropriate safeguards are implemented to ensure the security and confidentiality of the data during transmission and processing.

8. Data Retention and Disposal

Trinity Academy retains personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law or regulatory obligations. Data retention periods are determined based on the school's operational needs, legal requirements, and the sensitivity of the data involved. Personal data that is no longer required is securely disposed of in accordance with established procedures to prevent unauthorized access or disclosure.

9. Data Subject Rights

Trinity Academy respects the rights of data subjects and facilitates the exercise of their rights in accordance with applicable data protection laws. Data subjects have the right to access, rectify, restrict, or erase their personal data, as well as the right to object to its processing or portability. Requests to exercise these rights are handled promptly and transparently, and appropriate measures are taken to verify the identity of the data subject before responding to such requests.

10. Data Breach Response

Trinity Academy has procedures in place to detect, assess, and respond to data breaches in a timely and effective manner. In the event of a data breach

involving personal data, the school takes immediate action to mitigate the impact of the breach, notify affected individuals and relevant authorities as required by law, and implement measures to prevent similar incidents from occurring in the future. Data breach incidents are documented and reported to the appropriate authorities in accordance with legal obligations.

11. Training and Awareness

Trinity Academy provides regular training and awareness programs to staff, students, and other relevant stakeholders on data protection principles, policies, and procedures. Training sessions cover topics such as data security best practices, confidentiality obligations, data handling procedures, and response protocols for data breaches or incidents. Awareness campaigns and educational materials are also disseminated to promote a culture of data protection compliance and responsibility within the school community.

12. Accountability and Governance

Trinity Academy appoints a designated Data Protection Officer (DPO) responsible for overseeing compliance with data protection laws and regulations, as well as the implementation of data protection policies and procedures. The DPO ensures that appropriate safeguards are in place to protect personal data and that data protection practices are regularly reviewed, audited, and updated as necessary to address emerging risks or changes in legal requirements. The school maintains records of its data processing activities and conducts periodic assessments to ensure ongoing compliance with data protection obligations.

****13. Review and Update****

Trinity Academy reviews and updates its Data Protection Policy regularly to reflect changes in operational practices, technological advancements, and legal requirements. The policy is reviewed at least annually by the designated DPO,

in consultation with relevant stakeholders, to assess its effectiveness and identify areas for improvement or enhancement. Amendments or revisions to the policy are communicated to staff, students, and other stakeholders as appropriate, and training and awareness activities are conducted to ensure understanding and compliance with updated policies and procedures.

This Data Protection Policy reflects Trinity Academy's commitment to upholding the highest standards of data protection and privacy for all individuals within its school community. By implementing robust data protection practices and procedures, the school ensures the confidentiality, integrity, and security of personal data, thereby fostering trust, transparency, and accountability in its data processing activities.