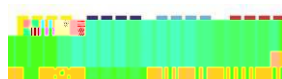
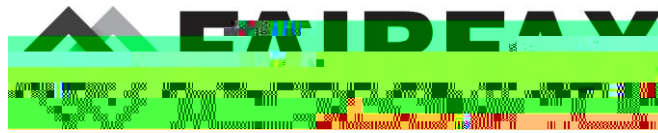
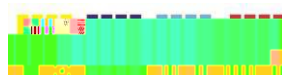


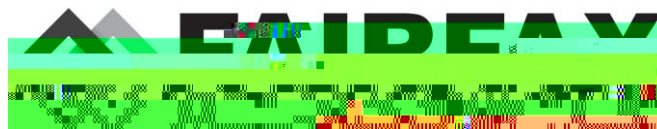
1	Policy statement	Page 3
2	About this policy	Page 3
3	Definition of data protection terms	



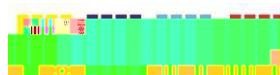


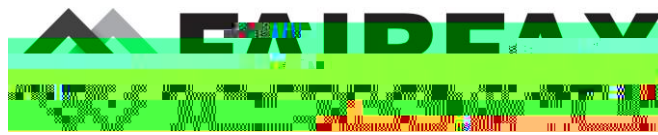
1.1 Everyone has rights with regard to the way in which their



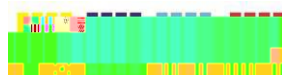


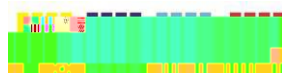
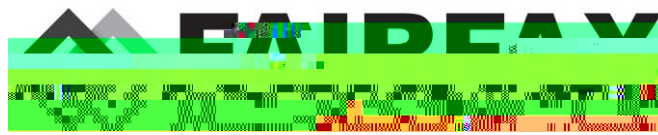
6.5.3 where the is necessary for health or social care purposes, for example in relation to pupils

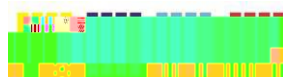
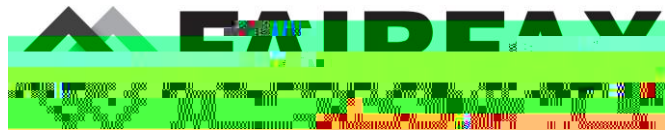


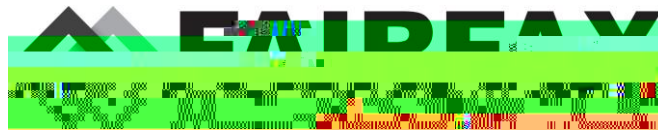


8.1.4 whether the

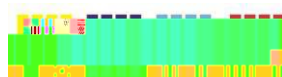


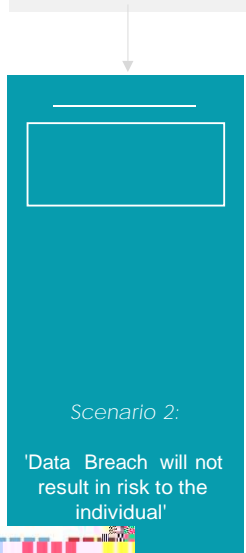
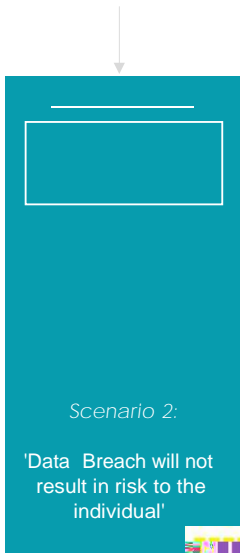
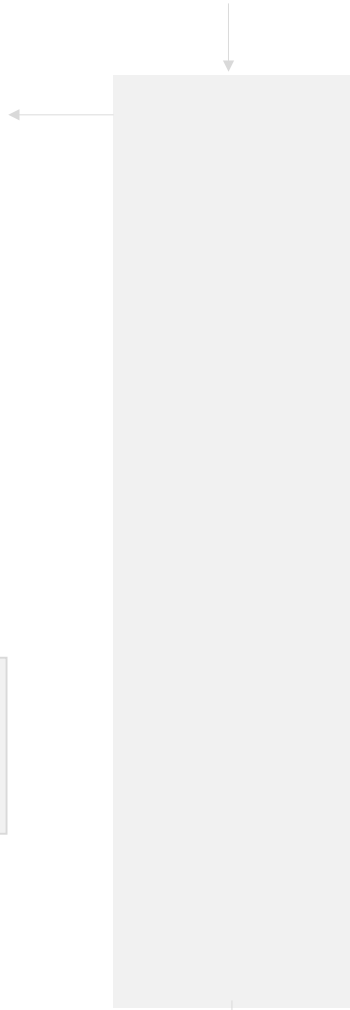
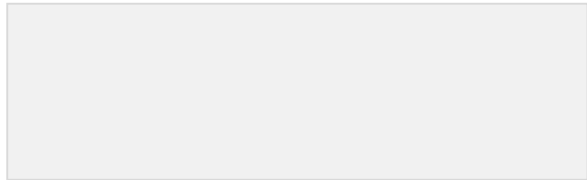






	is information which is stored electronically, on a computer, or in certain paper-based filing systems



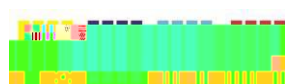


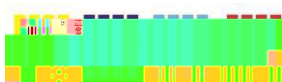
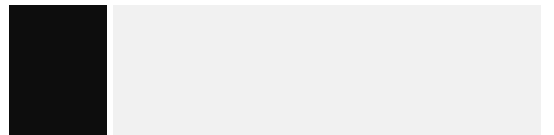
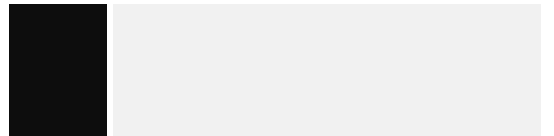
As an academy you will hold data on our pupils, on parents/carers and our staff members.

Personal data relates to any information you can identify someone with, most commonly, their name. This data can be stored in a paper file, an email, a spreadsheet, a word document or even a photograph/video. As you can identify a person, you may also be able tell more information about the person, such as their ethnicity, something relating to their health (e.g. SEN or allergies) or their personal circumstances (e.g. Free School Meals).

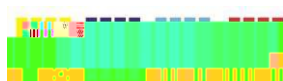
A personal data breach means that, accidentally or deliberately, personal data has been shared, amended, accessed, destroyed or lost when it should not have been.

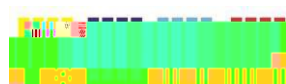
The below incidents could be a personal data breach:





Please ensure you enclose proof of your identity when sending this request. Please see
Section 3 of this





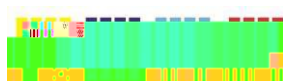
Two documents from List A;

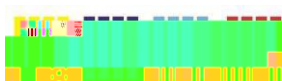
If you have changed your name since the records were created, a document from List B also

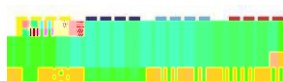
Two documents from List A for yourself as the Applicant;

A document from List C for the child as the Data subject;

If the child has changed their name since the records were created, a document from List B also









Information Security Procedure

Fairfax Multi-Academy Trust

Appendix 8

Term	Meaning
Organisational information	means all information related to the Trust other than personal data;
Personal data	means any information relating to an individual where the individual can be identified (directly or indirectly) from that data alone or in combination with other available information;
Pseudonymised	means the technique by which personal data is processed in such a way that it cannot be used to identify an individual without the use of additional information, which is kept separately and subject to additional security measures;
Special category personal data	means personal data afforded special protection by the UK GDPR. This includes, origin, political opinions, religious or philosophical beliefs, trade union membership (or non-membership), genetic information, biometric information (where used to identify an individual) and information concerning an

2 ROLES AND RESPONSIBILITIES

2.1 The 7 U X V W · V ' D W D 3 U R W H F W L R Q 2 I I L F H U ' 3 2

