

Data Protection Policy Statement

WSAPC (West Sussex Alternative Provision College) adopts the principles of data protection as outlined in the Data Protection Act 1998 as outlined below.

In addition to these principles, WSAPC has adopted the Local Authority's guidance on establishing Privacy notices for employees who work at WSAPC and pupils who attend WSAPC. These form part of our Data Protection Policy.

The Principles of the Data Protection Act 1998

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - a) At least one of the conditions in Schedule 2 is met and
 - b) In the case of sensitive personal data, at least one of the conditions in schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purposes or those purposes.
6. Personal data shall be processed in accordance with the rights of data subject under this Act.
7. Appropriate technical and organizational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, of, or damage to, personal data.



8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This Policy is to be reviewed every two years.

Linked Policies and Procedures:

- *E-Safety*
- *ICT Acceptable Use Agreements*
- *Privacy Notice Pupil*
- *Privacy Notice Staff*

ADOPTED BY WSAPC	November 2016
RATIFIED BY GB	November 2016
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