



Data Protection Policy – Falmouth MAT

Version 1.0

Committee Author: MAT Policy Committee

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Meeting your communication needs:

We want to ensure that your needs are met, if you would like this information in Braille, large print, any other format or interpreted in a language other than English, please contact the main school office, telephone: 01326 313607 or email: enquiries@king-charles.cornwall.sch.uk

INTRODUCTION

The Data Protection Act 2018 (which implements the General Data Protection Regulation – “GDPR”)* controls how personal information is used. The use and management of data has to follow strict rules called ‘data protection principles’. Data must be:

- used fairly and lawfully;
- used for limited, specifically stated purposes;
- used in a way that is adequate, relevant and not excessive;
- accurate;
- kept for no longer than is absolutely necessary;
- handled according to people’s data protection rights;
- kept safe and secure;

This policy reflects the requirements of the legislation. ‘Falmouth MAT’ includes Falmouth MAT schools.

POLICY

1. Falmouth MAT will retain and manage data in accordance with the GDPR.
2. Privacy notices which outline the data we collect and how we use it are published for all stakeholder groups.
3. You have the right to find out what information Falmouth MAT stores about you.
4. If you wish to find out what information we store for you must make a Subject Access Request.
5. Falmouth MAT will respond to all Subject Access Requests in accordance with the GDPR. Guidance on restrictions to the information that can be released and when charges are applied are contained within the legislation <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf