

# **Bicester Technology Studio**

## **Data Management Policy**

### **Introduction**

All personal data held electronically is subject to the requirements of the Data Protection Act 1988 and as such is available for access by the individual and adequate security arrangements are in place. All data will be subject to regular updating and accuracy checks. This policy applies to all Bicester Technology Studio (BTS) employees and students.

### **Aim**

One of the ways in which the school maintains a quality service to its clients is by the management and monitoring of key data.

The school is committed to ensuring that access to personal records is in accordance with the procedures outlined in the policy on Data Protection.

The school will ensure and maintain an appropriate level of security of access to its premises, equipment, network, programs, data and documentation and will ensure that access is restricted to appropriate people.

### **Operation**

#### **Student Personal Records**

Personal data about individual students is held on the Management Information System (MIS) and will be reviewed on an annual basis. Any amendments provided by students at other times will be amended as soon as is reasonably possible.

#### **Student Assessment and Performance data**

All data on student performance as generated by the student reporting system will be centrally stored. Procedures for recording and reporting of assessment data are included in the school's Assessment Policy.

#### **Student Attendance Data**

The school is required to keep an attendance record for all students during the day. In addition, a record is kept as to whether any absences are authorised or not.

Procedures for reporting and follow up of student absence are recorded in the school's Attendance policy.

## Employees Records

The school is concerned to re-assure all employees of the confidentiality of the personal records it holds. In accordance with the Data Protection Act 1988, employees have access to their personal records by requesting these in person from the Principal. Employee records will be a combination of electronic records and paper files.

The Principal will regularly assess the contents of each file and will update or destroy documents if they no longer contain relevant or up to date information and are not legally required to be retained.

The school is required to keep records on all employees including but not restricted to:

- Application form and CV
- References
- Letter of appointment
- Contract of employment
- Annual salary statements
- Personal Details
- CRB Disclosure reference number
- Record of absence (annual leave, sickness, CPD, other)
- Professional communication relating to the member of staff
- Records of professional discussion and performance management interviews
- Income tax documents
- Requests for financial information (e.g. mortgage)
- Attachment of earnings orders
- Maternity / paternity related information

## Staff Appraisal Data

The school will keep records of annual appraisals and progress against targets as outlined in the school policy on Appraisal.

## Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of BTS' Data Management Policy.

Policy written: May 2016

Policy review date: 31st August 2017