

Confidentiality and Data Protection Policy

Policy Aims

1. To provide a stimulating, safe and comfortable working environment for all students
2. To maintain a consistent and efficient system for monitoring and recording each student's progress and attainment

How the Data is Used and Stored

Anglia Professional Training (APT) processes personal data about its students, and staff, including voluntary staff, and is a "data controller" in respect of this for the purposes of the Data Protection Act 1988.

It processes this data about students to:

- Support its students' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care, and
- Assess how well APT as a whole is doing
- Apply for funding through awarding agencies (via Peterborough Regional College)

It processes this data about staff to:

- Safeguard children, young people and vulnerable adults (see safeguarding policy)
- Have records for DBS, medical and contractual needs

This data includes for staff:

Name, address and date of birth and that of next of kin, salary and contract information, disclosure and barring service checks (DBS) and certificates, records of illness including absence, career history including all documentation from the recruitment process. APT also holds evidence files and forms relating to performance management.

For students this data includes:

Contact details of students and their carers, qualifications held, assessment results, action plans, attendance information, agency meetings, a log of events, equality and diversity monitoring information such as ethnic groups, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time APT may be required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Young People's Learning Agency (YPLA), the Department of Health (DH), Primary Care Trusts (PCT). All of these are "data controllers" in respect of the data they receive, and are subject to the same legal constraints on how they deal with the data.

Students, as a data subject, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a student has sufficient maturity to understand their rights and to make an access request themselves if they wish.

If staff or parents wish to access their personal data, or that of their child, they should contact APT in writing.

Security measures, to enhance confidentiality, in place in the office and around APT include:-

- Password protection on information systems including memory sticks and laptops
- Confidential information provided by parents (e.g. domestic issues) will only be conveyed to other staff on a need to know basis
- Confidential written information will be stored in a locked cabinet
- Information provided to outside agencies will require a call back to confirm identity of caller
- Students have the opportunity, on entry to APT, to refuse permission to use photographs on the APT website; newsletters etc. Names are not appended to photographs used unless with explicit permission from the student.

This policy has been approved and authorised by:

Name:

Position: Managing Director