



TRANSFER OF DATA POLICY

Responsibility for this policy: Board of Directors (Trustees)

Responsibility for monitoring/evaluation: CEO/EHT and Headteachers

Approved by MAT Executive Board: April 2019

Date of next review: April 2020



Disclosure of Information

1. The School may receive requests from third parties to disclose personal data it holds about data subjects. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act (1998) or Data Protection Bill (2016) applies. The School does collect consent to disclose such personal data as is necessary to third parties for the following purposes:
 - a. to give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
 - b. to give a confidential reference relating to an employee.
 - c. to give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
 - d. to publish the results of public examinations or other achievements of pupils of the School.
 - e. to disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.
 - f. Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

Providing Information Over the Telephone

2. Any member of staff dealing with telephone enquiries should be careful about disclosing any personal data held by the School. In particular they should:
 - a. check the caller's identity to make sure that the personal data is only given to a person who is entitled to it.
 - b. suggest that the caller put their request in writing if they are not sure about the caller's identity or where their identity cannot be checked. and
 - c. refer to the School's Data Protection Manager for assistance in difficult situations. No one should be bullied into disclosing personal data

Transfer of Sensitive and Personal Data to Third Party Processors

3. All processors, contractors, consultants, partners or other agents of the School must:
 - a. ensure that they and all of their staff who have access to personal data held or processed for or on behalf of the School, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under GDPR. Any breach of any provision will be deemed as being a breach of any contract between the School and that individual, company, partner or firm. and provide the School with information about how it processes data held on its behalf (if requested).



4. All contractors who are users of personal data supplied by the School will be required to confirm that they will abide by the requirements of the Data Protection Bill with regard to information supplied by the School.
 - a. the processor must only act on the written instructions of the School (unless required by law to act without such instructions).
 - b. the processor must ensure that people processing the data are subject to a duty of confidence.
 - c. the processor must take appropriate measures to ensure the security of processing.
 - d. the processor must keep records of its processing activities.
 - e. the processor must only engage a sub-processor with the prior consent of the School and a written contract.
 - f. the processor must assist the School in providing subject access and allowing data subjects to exercise their rights under the GDPR.
 - g. the processor must assist the School in meeting its GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments.
 - h. the processor must delete or return all personal data to the School as requested at the end of the contract and
 - i. the processor must co-operate with supervisory authorities (such as the ICO), submit to audits and inspections, provide the School with whatever information it needs to ensure that they are both meeting their GDPR Article 28 obligations, and tell the School immediately if it is asked to do something infringing the GDPR or other data protection law of the EU or a member state.