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Cambridgeshire  
County Council

# DATA PROTECTION POLICY [006]

*As an organisation that sits within CCC we are bound by the Data Protection Policy that sits below.*

<b>Approved by:</b>	Management Committee	<b>Date approved:</b>	1 <sup>st</sup> September 2019
<b>Date reviewed:</b>	September 2019 February 2022	<b>Next review due by:</b>	February 2024
<b>Policy Lead:</b>	Leah Miller, Headteacher	<b>Ownership:</b>	Cambridgeshire County Council

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## **1. Statement of Commitment**

In order to undertake its statutory obligations effectively, deliver services and meet customer requirements, Cambridgeshire County Council (referred to hereafter as the Council) needs to collect, use and retain information, much of which is confidential. Such information may be about:

- Our customers.
- Our employees or their families.
- Members of the public.
- Members of the Council.
- Business partners.
- Other local authorities or public bodies.

We regard the lawful and correct treatment of personal data by the Council as very important for successful operations, and to maintain the confidence of our stakeholders.

To this end, the Council will ensure compliance, in all its functions, with the General Data Protection Regulations (GDPR), Data Protection Bill and other relevant legislation.

## **2. Compliance with the Principles**

The Principles of GDPR (Article 5) state that personal information must be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In order to comply with these principles, the Council will:

- observe and comply with the conditions regarding the fair collection and use of personal data;

- specify the purpose for which personal data is used;
- only collect and process appropriate personal data to the extent that it is needed to fulfil operational needs or to comply with legal requirements;
- ensure the quality of data used;
- apply strict checks to determine the length of time information is held;
- ensure that the rights of individuals about whom the data is held can be fully exercised under GDPR;
- take appropriate security measures to safeguard personal information;

In addition, the Council will ensure that:

- There is an appointed officer (Data Protection Officer) with responsibility for Data Protection;
- Employee and Member training needs will be identified and training provided, where appropriate, to ensure that those managing and handling personal information understand their responsibility to follow good data protection practice; and,
- A regular review and audit of the use of personal data will be undertaken to ensure compliance with the GDPR and Data Protection Act.

### **3. Rights of the Individual**

Upon receipt of a written request by an individual, the Council will provide any information that is held about that individual in a form that is clear in language, and with all references explained in accordance with the GDPR (subject to exemptions provided by GDPR and other relevant legislation).

The GDPR provides the following rights for individuals. The right to be: informed, access, rectification, erase, restrict processing, data portability, object, automated decision making and profiling.

The Council will respect any request made by individuals to opt out of any records held that are not necessary for the running of the Council's services and performance of its statutory duties.

Methods of handling data will be clearly described and queries about the handling of personal information will be dealt with promptly and courteously.

### **4. Compliance**

This Policy applies to ALL Council employees (except those based in schools, where parallel arrangements apply), Council Members and all people or organisations acting on behalf of the Council.

The Data Protection Officer shall ensure compliance with the policy. If any persons acting on the Council's behalf, are found to knowingly or recklessly breach the Council's Data Protection Policy appropriate disciplinary and/or legal action shall be taken.

If you need more information or a detailed explanation of any of the commitments made in this policy, please contact the Data Protection Officer at Cambridgeshire County Council:

Address: Box OCT 1224, Shire Hall, Cambridge CB3 0AP

Email: [Data.Protection@cambridgeshire.gov.uk](mailto:Data.Protection@cambridgeshire.gov.uk)

Tel: 01223 699137