

# Our Lady of Mercy Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>Personal Information Promise</b>
Ratified by MAT Directors:	December 2018
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2019
Ownership:	M. Shepherd (Head Teacher)

The staff of St. Anthony's Girls' Catholic Academy adhere to the ICO (Information Commissioner's Office) promise to:

- value the personal information entrusted to us and make sure we respect that trust;
- go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
- consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- be open with individuals about how we use their information and who we give it to;
- make it easy for individuals to access and correct their personal information;
- keep personal information to the minimum necessary and delete it when we no longer need it;
- have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- provide information/training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
- put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises;
- regularly check that we are living up to this promise and report annually at summer term governors meeting).

Signed: .....

Please print name: .....