

Our Lady of Mercy Catholic Education Trust



St Anthony's Girls' Catholic Academy

Policy type:	School
Policy: 33	Data Privacy Impact Assessment
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>[Signature]</i>
Review Date:	December 2020
Ownership:	M. Shepherd (Headteacher)

1.1 A privacy impact assessment involves consideration of the following by the data processor:

- data subject consent
- avoiding the collection or storage of data in the first instance
- clarity regarding retention periods for data which is collected
- considering the technical measures to enhance data protection/security
- privacy risk training
- anonymisation of data, where feasible
- staff guidance
- systems which allow individuals to access their information where feasible
- explaining how information is used
- considering how data processors protect information
- a data share agreement with third parties

1.2 This must be considered by all data processors when undertaking any data processing activity to ensure compliance with the Data Protection Act 2018, (DPA), GDPR and associated legislation. Also taking into account this guidance from the Information Commissioner's Office (ICO) and our academy ethos which aims to excellence in all aspects of our work.

1.3 If in any doubt seek guidance from senior staff.