

SENSORY SUPPORT SERVICE

Data Protection & Security

Statement of Purpose:

The Sensory Support Service operates in compliance with the Northumberland County Council Data Protection Policy.

Any personal information kept by Northumberland Sensory Support Service (SSS) is governed and protected by the Data Protection Act 1998. This means that the SSS will not keep more personal information than is necessary, it will be kept accurately, safely and securely, and will not be shared with other organisations without permission unless required by law to do so. The SSS keeps information relating to children and young people with sensory impairments (SICYP) in order to support developing skills, to monitor and report on progress and to provide appropriate care of equipment. This data may include contact details, standardised assessment results, medical information relating to sensory impairments and those relating to special educational needs.

The Data Protection Act has eight principles, with which the SSS must comply. The Service thus ensures that all data is:

- Fair and lawfully processed
- Processed for limited purposes (the purpose it was collected for)
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Kept only for as long as necessary
- In accordance with your rights
- Kept secure
- Not transferred to other countries who don't have an adequate level of protection

Quality Standard	Performance Indicator
<ul style="list-style-type: none">• Staff are aware of procedures related to their own personal safety and the safety of others, and adhere to them	<p>SSS Staff:</p> <ul style="list-style-type: none">• Always wear an identification badge when at work• Remove badge if off site in public• Are aware of 'tailgating' – people entering the buildings following the entry of someone using an access code• Are aware of personal safety, approaching strangers in buildings without identification with caution -'can I help?'

<ul style="list-style-type: none"> • Working practices are in line with NCC's Data Protection Policy 	<p>SSS Staff:</p> <ul style="list-style-type: none"> • Operate a clear desk policy and ensure all confidential material is locked away at the end of the working day • Keep minimal information in pupil files using agreed documentation. This information is reviewed regularly • Ensure that filing cabinets containing personal data are locked outside normal working hours • Ensure that all data no longer needed is disposed of securely • Ensure that all computers are locked when unattended • Ensure that electronic files are password protected and passwords are changed on a regular basis, in line with defined NCC processes. Any data backed up to media such as CD/USB memory sticks are kept physically secure • Ensure that any data taken from the office (e.g. to work at home) is held secure at all times whilst in transit and at the end location. In particular, this data is protected from all unauthorised access • Store laptops and pupil files in a responsible way if they are taken out of the office • Report any loss of data to Service Manager as soon as possible
<ul style="list-style-type: none"> • Staff are aware of the Data Protection Act and the eight principles therein 	<ul style="list-style-type: none"> • All staff complete the county provided data protection training, and keep up to date with the training • All staff will comply with the Data Protection Act and report any breaches of protocol to their Service Manager as soon as possible