

South Bank Engineering UTC

Data Management Policy

Introduction

All personal data held electronically is subject to the requirements of the Data Protection Act 1988 and as such is available for access by the individual and adequate security arrangements are in place. All data will be subject to regular updating and accuracy checks. This policy applies to all South Bank Engineering UTC (UTC) employees and students.

Aim

One of the ways in which the UTC maintains a quality service to its clients is by the management and monitoring of key data.

The UTC is committed to ensuring that access to personal records is in accordance with the procedures outlined in the policy on Data Protection.

The UTC will ensure and maintain an appropriate level of security of access to its premises, equipment, network, programs, data and documentation and will ensure that access is restricted to appropriate people.

Operation

Student Personal Records

Personal data about individual students is held on the Management Information System (MIS) and will be reviewed on an annual basis. Any amendments provided by students at other times will be amended as soon as is reasonably possible.

Student Assessment and Performance data

All data on student performance as generated by the student reporting system will be centrally stored. Procedures for recording and reporting of assessment data are included in the UTC's Assessment Policy.

Student Attendance Data

The UTC is required to keep an attendance record for all students during the day. In addition, a record is kept as to whether any absences are authorised or not. Procedures for reporting and follow up of student absence are recorded in the UTC's Attendance policy.

Employees Records

The UTC is concerned to re-assure all employees of the confidentiality of the personal records it holds. In accordance with the Data Protection Act 1988, employees have access to their personal records by requesting these in person from the Principal. Employee records will be a combination of electronic records and paper files.

The Principal will regularly assess the contents of each file and will update or destroy documents if they no longer contain relevant or up to date information and are not legally required to be retained.

The UTC is required to keep records on all employees including but not restricted to:

- Application form and CV
- References
- Letter of appointment
- Contract of employment
- Annual salary statements
- Personal Details
- DBS check records, List 99 check records and other vetting checks.
- Record of absence (annual leave, sickness, CPD, other)
- Professional communication relating to the member of staff
- Records of professional discussion and performance management interviews
- Income tax documents
- Requests for financial information (e.g. mortgage)
- Attachment of earnings orders
- Maternity / paternity related information
- Medical information
- Right to work in the UK
- Overseas checks

Staff Appraisal Data

The UTC will keep records of annual appraisals and progress against targets as outlined in the UTC policy on Appraisal.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Data Management Policy.

Date created: 15th April 2016

Date agreed:

Date of Review: 31st August 2017