

Waterford Academy Of Education

Privacy & Data Protection Policy

Introduction

All employees of WAE have certain key responsibilities in relation to the information which you keep on computer or in a structured manual file about individuals.

These may be summarised in terms of eight “Rules” which you must follow, and which are listed below.

You must :-

- Obtain and process the information fairly;
- Keep it only for one or more specified lawful purposes;
- Process it only in ways compatible with the purposes for which it was given to you initially;
- Keep it safe and secure;
- Keep it accurate and up-to-date;
- Ensure that it is adequate, relevant and not excessive;
- Retain it no longer than is necessary for the specified purpose;
- Give a copy of his/her personal data to any individual, on request.

WAE adds that, in general, teachers should not give personal or academic information about students to a third party unless there is a medical or legal cause. If in doubt, consult the directors.