

GDPR & Internet Safety - Policy and Procedure & Disclosure Form

Reviewed: September 2024

Next Review: September 2025

Responsibility:

Isle Study Centre Ltd is committed to being transparent about how we collect and process the personal data of our learners, employees, visitors and other stakeholders to meet the data protection regulations. All members have a duty to ensure compliance with the Data Protection Act 2018, Protection of Freedoms Act 2012 and Education Regulations 2005.

The Data Protection Lead is Dee Malam whose responsibility is to implement and comply with data protection law.

Monitoring and Review of Internet Safety:

The review and monitoring of internet safety at Isle Study Centre takes place annually by the use of an external IT engineer – Gem Computers. All systems are reviewed for updates, anti-virus protection. We also use their services on an ad-hoc basis as the need arises.

Students and staff have separate passwords so that neither are able to install anything without the permission of admin (our Data Protection Lead). We ensure that students do not have access to staff passwords. Staff have access to the main student log in and again we make every attempt to ensure students do not have this code so that computers are only used under supervision.

Filtering and Monitoring Systems:

Our IT company, Gem Computers, has equipped our laptops with filtering and monitoring via DNS Filter whereby students cannot access inappropriate content from the internet. Any such attempts are blocked and email sent to Dee Malam to report them of the breach.

Storage of Information:

All sensitive information relating to any member of Isle Study Centre is stored on the DSL's laptop which is password protected and is locked when not in use. We generally ensure that no paper or electronic records are used in the learning area but on the occasions when they need to be they are supervised and not left in view for anyone to see. All records (both paper and electronic) are stored securely by means of a locked office. All information is locked away at the end of the school day.

Why we store personal information:

It is necessary to store personal data on our students and staff. Details such as name, age, date of birth, school reports, DBS certificates, references, appraisals etc are kept either electronically or in paper version. Any personal data stored is:

- Necessary
- Accurate
- Relevant
- Only used for a specific purpose i.e.: to communicate with parents/carers/main provider/LA/AQA or any other professional body.
- Only kept for as long as needed
- Safely disposed of when no longer needed.

Any information on a student can be shared with parents and their main provider and we take precautions to ensure this is done so safely and securely.

Consent:

- We ensure that consent is given by the young person and parent/carer to keep data about them.
- We also obtain consent from the young person and parent/carer to take photographs for use by the centre in order to evidence learning outcomes for the awarding body, AQA (see pages 3,5 and Student Referral form)

Training:

All staff are trained on data protection during their induction and when there are any changes to legislation. All staff are aware of:

- The correct use of passwords to access laptops and that all screens must be locked when not attended
- Our use of a third-party IT company – Gem Computers and the use of support from them if needed
- The need to sign a non-disclosure/confidentiality agreement.

Sharing of Personal Information:

No personal data will be shared unless:

- we have an issue with a student
- we need to liaise with other agencies
- we need to prevent a crime

Breach of Information:

In the unfortunate event of the theft of the centre's laptop or if any safeguarding information:

- given to an unauthorised person we will:
- make every attempt to minimise the breach
- the seriousness of the breach
- instruct our IT engineer
- inform the parties concerned
- report this to the Information Commissioner's Office
- produce written accounts of the incident
- where this involves staff, issue disciplinary procedures
- ensure the incident and outcome feeds into our annual review of this policy.

At Isle Study Centre we understand that being on line is an integral part of our students' lives. Social media, on line games, websites and apps can be accessed through mobile phones, computers, laptops and tablets – all of which form a part of our students' on line world. The use of laptops enhances the student's learning experience but can also expose them to new types of risks.

General Data Protection Regulation, Internet Safety, Non-Disclosure, Referral:

E-safety forms a part of our safeguarding and child protection measures and we use the government guidance which highlights the importance of safeguarding children and young people from harmful and inappropriate on line material (Department for Education, 2020; Department of Education, 2020), We:

- Ensure the safety and well being of our students when they are using the internet, social mobile devices
- Provide staff with guidance on our approach to on line safety
- Ensure that, as an organisation, we operate within the law in terms of how we use on line devices.

Safety Measures in place:

- Students are made aware that all internet usage is monitored and history checks carried out
- A discussion takes place with the young person about internet safety and that not all people who contact them are trustworthy
- We help the student to think critically about the information they are researching
- Use of the internet on centre laptops is controlled by use of a unique password as non admin users to prevent installation of any software
- Students are supervised by tutors
- All reasonable precautions will be taken to ensure students do not see inappropriate material and we use an external IT firm to filter our internet system at router level appropriate to the student's age
- Use of student's own mobile phone is done so at their own risk and only permitted during break and lunchtime

Isle Study Centre - Web Filtering Procedure:

- All restricted machines that access the internet must have an Administrator account secured with a strong password, with a Standard User account for student use. This is to prevent the removal of the DNS filtering software.
- DNSFilter the configuration console is accessed via www.dnsfilter.com > Login
- Username: islestudycentre@outlook.com
- Password : Blocking@1
- The solution is deployed locally, using the Roaming Clients option. The DNSfilter for Windows application is downloaded and installed to machines to be covered. There is a site access key that can be found within the DNSFilter admin panel that links the installations to the Isle Study Centre Associated site.
- A Policy is set called Young Adults, this policy is applied to the machines that have the DNSFilter client software installed, Sites can be blocked or Allowed by Category and also individually.
- Dell Latitude E7250 – PC name: LT-02 admin password K33p0ut
- HP Mini Laptop – LT-03
- New Laptop – LT-04

Disclosure Form:

Student Name: _____ give permission for my data to be held by Isle Study Centre Ltd whilst I am a studying at the centre.

(Please tick each in below list that is appropriate)

- Academic marks or course work details
- Academic or employment references
- Disciplinary records
- Health and medical matters
- Political or religious information
- Statements (abilities/performance)
- Personal details
- Other information (please specify)

Student

Member of staff

Name:	
Parental Consent if under 18:	
Signed:	Date:



Non-disclosure and Confidentiality:

Student Name - _____ agree to abide by the agreement to not disclose any information relating to any young person at Isle Study Centre Ltd.

I agree to keep all information about any young person totally confidential whilst working at Isle Study Centre.

In the future when I no longer work for Isle Study Centre, I confirm that all matters relating to the business and the young people therein will not be discussed by myself with anyone.

Date: _____ Signature _____