

Bishop Walsh Catholic School

Off Site Data Policy

Reason

The need for more staff, parents and pupils to have web based interaction with school systems and the data, in its capturing and visualisation requires that school data to be stored on a third part data store **(TDS)**. This also need for staff/third party users to Study/Manipulate/transport data on a local or portable device **(LPD)**

Requirements of third party Data store (TDS) or (LPD)

The named (TDS) or (LPD) must comply with the latest EU Data protection Act and display a high level of data security. The staff/third must inform the School as soon as possible of any security breach of the (TDS) or (LPD). At no time can data or any device carrying school data be stored or taken outside of the EU.

Data design and length of (TDS) or (LPD)

The data to be held on the (TDS) or (LPD) should be designed so that the capturing and visualisation of the data is kept to a minimum, fit for purpose and where possible encryption should be applied, especially in the case of highly sensitive Data. Data should be kept on the (TDS) or (LPD) no longer than is required.