



## **DATA PROTECTION POLICY**

**Reviewed: Summer 2015**  
**Next review: Summer 2017**

**Signed on behalf of the Governing Body**

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**Date:** .....

### **Rationale**

This policy is intended to set out how West Tytherley CE Primary School deals with the data it collects.

### **Introduction**

The school collects and uses personal information (referred to in the Data Protection Act as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is registered as a Data Controller, with the Information Commissioner's Office (ICO). Details are available on the ICO website.

### **Purpose**

This policy sets out how the school deals with personal information correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored and whether it is held on paper or electronically.

All school staff and governors involved with the collection, use, processing or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

### **What is personal information/data?**

Personal information or data is information which relates to a living individual who can be identified from that data, or from that data in addition to other

information available to them. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

### **Data Protection Principles**

The Data Protection Act 1998 establishes eight principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

### **Commitment**

The school is committed to maintaining the above principles at all times. Therefore the school will:

- inform individuals why personal information is being collected.
- inform individuals when their information is shared, and why and with whom unless the Data Protection Act provides a reason not to do this.
- check the accuracy of the information it holds and review it at regular intervals.
- ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in.
- ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.

- ensure that personal information is not retained longer than it is needed.
- ensure that when information is destroyed that it is done so appropriately and securely.
- share personal information with others only when it is legally appropriate to do so.
- comply with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- ensure that personal information is not transferred outside the EEA (European Economic Area) without the appropriate safeguards
- ensure all staff and governors are aware of and understand these policies and procedures. Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at: Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk)

## **Contacts**

If you have any enquires in relation to this policy, please contact Mrs K Furness who will also act as the contact point for any subject access requests.

## **PRIVACY NOTICE for *Pupils at West Tytherley CE Primary School***

### **Privacy Notice - Data Protection Act 1998**

We West Tytherley CE Primary School are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well their school is doing.

This information includes contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

***We will not give information about your child(ren) to anyone outside the school without your consent unless we are legally required to do so.***

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE).

We also have local arrangements in place where the school exchanges information with the school nurse, the extended schools provider, the PTA and other schools.

If you want to see a copy of the information about your child(ren) that we hold and/or share, please contact the school office.

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

**For Hampshire County Council:**

The County Council has their own privacy notice, which can be accessed via the following link:

[http://www3.hants.gov.uk/hcc\\_csd\\_privacy\\_notice\\_-\\_generic\\_\\_sept\\_2014\\_-2.doc](http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic__sept_2014_-2.doc)

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

**For the DfE:**

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Team  
Children's Services  
Elizabeth II Court (North)  
The Castle  
WINCHESTER  
SO23 8UQ  
Website: <http://www3.hants.gov.uk/learning>  
email: [childrens.services.dp@hants.gov.uk](mailto:childrens.services.dp@hants.gov.uk)  
Telephone: 01962 845320
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288