



Bladon C of E Primary School

Data Protection Policy – R03

Policy reviewed: January 2017

Next Review: May 2018

Authorised by

Approved by

.....
Tracey Fletcher (Headteacher)

.....
Ray Banks (Chairman of Governors)

Background:

The School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the School. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Privacy Notice (previously called a Fair Processing Notice) to all pupils/parents. This summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Purpose:

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

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.

What is Sensitive Personal Data?

Sensitive personal data includes information as to an individual's racial or ethnic origin, their political opinions, religious beliefs or beliefs of a similar nature, whether they are a member of a trade union, their physical or mental health or condition, sexual life, the commission or alleged commission of an offence and any proceedings for an offence committed or alleged to have been committed by them, the disposal of those proceedings or the sentence of any court in such proceedings.

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.
6. Personal data shall be processed in accordance with the rights of data subjects under the said act.
7. Personal data shall be kept secure, 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

Bladon C of E 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.
- Obtain consent before processing Sensitive Personal Data, even if consent is implied within a relevant privacy notice, unless one of the other conditions for processing in the Data Protection Act applies.
- 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 school without the appropriate safeguards
- Ensure all staff and governors are aware of and understand these policies and procedures.

Complaints

Complaints will be dealt with in accordance with the School's Complaints Policy.

Monitoring and Dissemination

This policy will be reviewed as it is deemed appropriate, but no less frequently than every three years. The policy review will be undertaken by the Head Teacher, or nominated representative, before being approved and adopted by the Governing Body.

The School commits to publishing the latest ratified Data Protection Policy on the School's website and hard copies are available on request from the School Office, marked for the attention of the Head Teacher.

Contacts

If you have any enquires in relation to this policy please contact the School Office. If you require more information about how the Local Authority (LA) and/or Department for Education (DfE) store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Contacts:

- Performance & Information Team, Oxfordshire County Council, County Hall, Oxford, OX1 1ND
e-mail: information.management@oxfordshire.gov.uk
- Public Communications Unit, , DfE, Sanctuary Buildings, Great Smith Street, London SW1P 3BT
Website: www.education.gov.uk

