



Hawkesbury CE VC Primary School

DATA PROTECTION POLICY

1. Rationale

1.1 Hawkesbury CE VC Primary School collects and uses certain types of personal information about staff, pupils, parents and other individuals who come into contact with the school in order to provide education and associated functions. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

1.2 This policy is intended to ensure that personal information will be dealt with properly 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 used, recorded and stored and whether it is held in paper files or electronically.

2. Data Protection Principles

2.1 The Eight Data Protection Principles as laid down in the 1998 Data Protection Act must be followed at all times:

1. Data must be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specific and lawful purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed
4. Personal data shall be accurate and where necessary kept up to date
5. Personal data processed for any purpose(s) 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 1998 Data Protection Act
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country outside the EEA, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

2.2 Hawkesbury CE VC Primary School is committed to maintaining these principles at all times.

This means that the school will:-

- Tell you what purposes we will use information for when we collect it
- If information is to be shared we will tell you why, with whom and under what circumstances
- Check the quality and accuracy of the information we hold

- Apply our records management policies and procedures to ensure that information is not held longer than is necessary
- Ensure that when information is authorised for disposal it is done appropriately
- Ensure appropriate security measures to safeguard personal information whether that is held in paper files or on our computer system
- Share personal information with others when it is necessary and legally appropriate to do so
- Set out clear procedures for responding to requests for access to personal information known as subject access in the Data Protection Act
- Train our staff so that they are aware of our policies and procedures
- Ensure that everyone managing and handling personal information understands that they are contractually responsible for following good data protection practise
- Ensure everyone managing and handling personal information is appropriately trained to do so
- Ensure anybody wanting to make enquiries about handling personal information knows what to do
- Ensure queries about handling personal information are promptly and courteously dealt with
- Ensure a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against the members of staff concerned

2.3 This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998.

3. Complaints

3.1 Complaints under this policy should be made to the Chairperson of the Governing Body who will decide if it is appropriate for the complaint to be dealt with under the complaints procedure.

3.2 Complaints which are not dealt with under the school's complaint procedure should be forwarded in writing to the Information Commissioner. It is likely that complaints about procedural issues, due process and timeliness will be dealt with by the Governing Body but complaints that involve consideration of personal data or sensitive personal data should be referred to the Information Commissioner.

4. Contacts

4.1 If you have any concerns or questions in relation to this policy please contact the Headteacher who will also act as the contact point for any requests under the Data Protection Act.

4.2 Further advice and information, including a full list of exemptions, is available from the Information Commission, <https://ico.org.uk/>

Tel: 01625 545 745

Policy review

This policy document will be reviewed by the Standards, Teaching & Learning Committee on a bi-annual basis to ensure it is up to date with current legislation and best practice.

Agreed at the Standards, Teaching & Learning Committee meeting held on 19th November 2015, agenda Item 6

Signed: Chair of Standards, Teaching & Learning Committee

Review Date: Autumn 2017

Equalities Impact Assessment: Completed