

# Barlaston C.E. (VC) First School

## “Let Your Light Shine”

### Data Protection Policy and Privacy Notice

#### Our Mission Statement

“This school is a place of learning, friendship and fun, in a context of Christian values and ethos. Where each person is uniquely valued and their gifts and potential are nurtured and developed”

#### Equality Statement

The school is committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

#### Dyslexia Statement

To ensure that children on the dyslexic spectrum have equal opportunities and that their diverse strengths are celebrated and built on.

<b>Approved by:</b>	Mandy Clarey	<b>Date:</b> May 2018
<b>Last reviewed on:</b>	[Date]	
<b>Next review due by:</b>	[Date]	

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**1. Aims**

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the Data Protection Act 1998.

This policy applies to all data, regardless of whether it is in paper or electronic format.

**2. Legislation and guidance**

This policy meets the requirements of the [Data Protection Act 1998](#), and is based on [guidance published by the Information Commissioner’s Office](#) and [model privacy notices published by the Department for Education](#).

It also takes into account the expected provisions of the [General Data Protection Regulation](#), which is new legislation due to come into force in 2018.

In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child’s educational record.

**3. Definitions**

Term	Definition
<b>Personal data</b>	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
<b>Sensitive personal data</b>	Data such as: <ul style="list-style-type: none"> <li>Contact details</li> <li>Racial or ethnic origin</li> <li>Political opinions</li> <li>Religious beliefs, or beliefs of a similar nature</li> <li>Where a person is a member of a trade union</li> </ul>

	Physical and mental health Sexual orientation Whether a person has committed, or is alleged to have committed, an offence Criminal convictions
<b>Processing</b>	Obtaining, recording or holding data
<b>Data subject</b>	The person whose personal data is held or processed
<b>Data controller</b>	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
<b>Data processor</b>	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

#### 4. The data controller

Our school processes personal information relating to pupils, staff and visitors, and, therefore, is a data controller. Our school delegates the responsibility of data controller to Mandy Clarey (Head)

The school is registered as a data controller with the Information Commissioner's Office and renews this registration annually.

#### 5. Data protection principles

The Data Protection Act 1998 is based on the following data protection principles, or rules for good data handling:

Data shall be processed fairly and lawfully

Personal data shall be obtained only for one or more specified and lawful purposes

Personal data shall be relevant and not excessive in relation to the purpose(s) for which it is processed

Personal data shall be accurate and, where necessary, kept up to date

Personal data shall not be kept for longer than is necessary for the purpose(s) for which it is processed

Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998

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

Personal data shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data in relation to the processing of personal data

## **6. Roles and responsibilities**

The governing board has overall responsibility for ensuring that the school complies with its obligations under the Data Protection Act 1998.

Day-to-day responsibilities rest with the headteacher, or the Senior teacher in the headteacher's absence. The headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. All staff have been invited to attend training.

**Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy. Staff must also inform the school of any changes to their personal data, such as a change of address.**

## **7. Privacy/fair processing notice**

### **7.1 Pupils and parents**

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education. We only share pupil information with companies that hold a GDPR certificate and only for assessment and safeguarding purposes.

This data includes:

Contact details

Results of internal assessment and externally set tests

Data on pupil characteristics, such as ethnic group or special educational needs

Exclusion information

Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of this policy.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

### **7.2 Staff**

We process data relating to those we employ to work at, or otherwise engage to work at, our school. The purpose of processing this data is to assist in the running of the school, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector

- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body

Staff personal data includes, but is not limited to, information such as:

- Contact details
- National Insurance numbers
- Salary information
- Qualifications and CPD records
- Absence data
- Personal characteristics, including ethnic groups
- Medical information
- Outcomes of any disciplinary procedures

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about staff with third parties without consent unless the law allows us to.

We are required, by law, to pass certain information about staff to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

Any staff member wishing to see a copy of information about them that the school holds should contact Victoria Larkin Office Manager.

## **8. Subject access requests**

Under the Data Protection Act 1998, pupils have a right to request access to information the school holds about them. This is known as a subject access request.

Subject access requests must be in writing and will be received within 72hrs of receipt of request:

The pupil's name

A correspondence address

A contact number and email address

Details about the information requested

The school will not reveal the following information in response to subject access requests:

Information that might cause serious harm to the physical or mental health of the pupil or another individual

Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests

Information contained in adoption and parental order records

Certain information given to a court in proceedings concerning the child

Subject access requests for all or part of the pupil's educational record will be provided within 15 school days. The table below summarises the charges that apply.

<b>Number of pages of information to be supplied</b>	<b>Maximum fee (£)</b>
1-19	1.00
20-29	2.00
30-39	3.00
40-49	4.00
50-59	5.00
60-69	6.00
70-79	7.00
80-89	8.00
90-99	9.00
100-149	10.00
150-199	15.00
200-249	20.00
250-299	25.00
300-349	30.00
350-399	35.00
400-449	40.00
450-499	45.00
500+	50.00

If a subject access request does not relate to the educational record, we will respond within 40 calendar days. The maximum charge that will apply is £10.00.

## **9. Parental requests to see the educational record**

Parents have the right of access to their child's educational record, free of charge.

Personal data about a child belongs to that child, and not the child's parents. This is the case even where a child is too young to understand the implications of subject access rights.

For a parent to make a subject access request, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents of pupils at our school may be granted without the express permission of the pupil.

## **10. Storage of records**

Paper-based records and portable electronic devices, such as laptops and hard drives, that contain personal information are kept under lock and key when not in use. Portable devices including USB pen drives are all encrypted to ensure records are secure.

Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access.

The Headteacher's office and main office will be locked if personnel are not in the room and doors should be kept closed.

Staff must not take records off site in paper form unless permission is granted from parents. Electronic copies must be encrypted to ensure they are secure.

Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals

Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices

Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures for school-owned equipment

All information shared with Governors is anonymised. Governors will receive electronic copies of information for meetings (paper copies will be available on request from the office but must be stored in accordance with the policy). All documents that are no longer required and not public information must be destroyed.

## **11. Disposal of records**

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely.

For example, we will shred or incinerate paper-based records, and remove electronic files. We will also use an outside company to safely dispose of electronic records and devices that have hard drives or data stored on them.

## **12. Training**

Our staff and governors are provided with data protection (GDPR) training as part of their role.

Data protection will also form part of continuing professional development, where changes to legislation or the school's processes make it necessary.

## **13. The General Data Protection Regulation**

We acknowledge that the law is changing on the rights of data subjects and that the General Data Protection Regulation is due to come into force in May 2018.

We will continue to review working practices using an action plan and provide training to members of staff and governors where appropriate.

## **14. Monitoring arrangements**

Mandy Clarey is responsible for monitoring and reviewing this policy.

Ceri Sproson (Office Manager) checks that the school complies with this policy by, among other things, reviewing school records termly.

Paul Blaylock is our Data Protection Officer and will liaise and consult with the above staff should any data breach be identified. She will also report to the ICO and conduct any investigations if required.

This document will be reviewed **every 2 years**.

At every review, the policy will be shared with the governing board.

## **15. Links with other policies**

This data protection policy and privacy notice is linked to the freedom of information publication scheme