

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'.



Data Protection Policy

By order of the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

This policy was implemented April 2016

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Delegated Person - Headteacher

Statutory Policy - Date implemented: April 2016 To be reviewed: Summer Term 2017

Ratified at FGB Meeting

This policy has been adopted from CEFM in accordance with their guidance (appendix 2).

The school has a commitment to safeguarding and promoting the welfare of children.

DATA PROTECTION POLICY

Introduction

At our school, we acknowledge that to function properly we need to collect and use certain types of information about staff, students and other individuals who come into contact with the school. We are also obliged to collect and use data to fulfil our obligations to the Local Authority, Department for Education and Diocese of Northampton. We deal with information properly in whatever way it is collected, recorded and used – on paper, electronically or any other way. We regard the lawful and correct treatment of personal information as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. We are conscious that much of the data we hold is classified as sensitive personal data and we are aware of the extra care this kind of information requires. We ensure that our organisation treats all personal information lawfully and correctly. To this end, we fully endorse and adhere to the data protection principles as contained in the Data Protection Act 1998.

Data protection principles

All members of staff employed in our school are required to adhere to the eight enforceable data protection principles as set out in the Data Protection Act 1998.

Data shall be processed fairly and lawfully and in particular shall not be processed unless specific conditions are met.

Personal data shall be obtained only for one or more specified and lawful purpose and shall not be further processed in any manner incompatible with that purpose or those purposes.

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are 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 that purpose or those purposes.

Personal data shall be processed in accordance with the rights of data subjects under the DPA.

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 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.

School practice

Within school we will strictly apply the following criteria and controls.

These are to:

Observe fully the conditions regarding the fair collection and use of information. To achieve this we have in place and use a privacy notice, sometimes called a fair processing notice – see appendix 1.

Meet our legal obligations to specify the purposes for which information is used.

Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.

Ensure the quality of information used.

Apply strict checks to determine the length of time information is held.

Ensure that the rights of the persons about whom information is held can be fully exercised under the Act. These include the right to be informed that processing is being undertaken, the right to access to one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong information.

Take appropriate technical and organisational security measures to safeguard personal information. We will review the physical security of buildings and storage systems as well as access to them. All portable electronic devices must be kept as securely as possible on and off school premises.

Ensure that all Disclosure and Barring Service (DBS, formerly Criminal Records Bureau) records (recruitment and vetting checks) are kept in a safe central place and that no unnecessary certification information is kept longer than six months.

Ensure that personal information is not transferred abroad without suitable safeguards.

Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.

Set out clear procedures for responding to requests for information – see appendix 1.

Have in place secure methods for safely disposing of all electronic and paper records.

Be sure that photographs of pupils are not included in any school publication or on the school website without specific consent.

Issue 'Privacy Notice' to staff & pupils

We shall also ensure that:

There is a named person with specific responsibility for data protection within the school.

All persons managing and handling personal information understand that they are contractually responsible for following good data protection practice.

All persons managing and handling personal information are trained to do so.

Anyone wanting to make enquiries about handling personal information knows what to do.

Anyone managing and handling personal information is appropriately supervised.

Queries about handling personal information are properly and courteously dealt with.

Methods of handling personal information are clearly described.

A regular review and audit is made of the way personal information is held, managed and used.

Methods of handling personal information are regularly assessed and evaluated.

Performance with handling personal information is regularly assessed and evaluated.

A breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against the members of staff concerned.

On occasions when information is authorised for disposal, it is done appropriately.

PRIVACY NOTICE

School Workforce: those employed or otherwise engaged to work at a school or the Local Authority

Privacy Notice - Data Protection Act 1998

We Our Lady of Peace Catholic Primary and Nursery School are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school / Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- www.slough.gov.uk¹ and School Services Helpdesk: 01753 875700
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

- School Services Helpdesk: 01753 875700Public
- Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288.