

St Anne's Catholic Primary School
Washington Road, Caversham, Reading RG4 5AA

Living, Loving and Learning as Children of God

DATA PROTECTION POLICY

Approved by Committee:

Approved by FGB/IEB

June 2014

Reviewed and reapproved by
IEB

1st June 2015

Next Review date:

June 2018

Data Protection Policy

The School will comply with the Data Protection Act 1998 to ensure that personal data is treated in a manner that is fair and lawful and meets current good practice in information handling.

Purposes of collecting and holding information on individuals

The School needs to process certain information about its staff, pupils, governors and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- The recording of a pupil's progress
- The recruitment and payment of staff
- The governance and administration of the school

Complying with legal obligations to the Local Authority, the Diocese and central government

Compliance

To comply with its legal obligations under the Data Protection Act 1998 the School must ensure that all information held about individuals is used fairly, stored safely and securely, and is not disclosed to any third party unlawfully.

This policy applies to all staff, pupils and governors of the School. Any breach of this policy or of the Data Protection Act itself will be considered an offence and the school's disciplinary procedures will be invoked.

Other agencies and others working with the School who have access to personal information will be expected to read this policy and to comply with it.

This policy will be updated as necessary to reflect best practice in data management security and control and to ensure compliance with any changes to the Data Protection Act 1998 and other relevant legislation.

Data Protection Act 1998 and Personal Data

The Data Protection Act 1998 regulates the processing storage and use of personal data.

Personal data is information relating to an individual and may be in hard copy (paper files) or soft copy (electronic records), and may include facts or opinions about a person.

The School is the "data controller" under the legislation, that is, the school is ultimately responsible for controlling the use and processing of personal data.

The Headteacher is responsible for:-

- all day to day data protection matters and
- ensuring that all members of staff and other individuals having access to the personal data held by the school abide by this policy, and
- for good information handling within the school.

Compliance with the legislation is the personal responsibility of all members of the school who process personal information.

Individuals who provide personal data to the school are responsible for ensuring that the information is accurate and up to date.

The Eight Data Protection Principles of the legislation can be summarised as follows:-

1. Process personal data fairly and lawfully
2. Process the data only for the specific and lawful purpose for which it was collected
3. Ensure that data is adequate relevant and not excessive in relation to the purpose for which it is processed
4. Keep personal data accurate and up to date
5. Only keep personal data for as long as necessary
6. Process personal data in accordance with the rights of the individual data subject
7. Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data and accidental loss or destruction of data.
8. Ensure that no personal data is transferred to a country outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The School will comply with the eight data protection principles and in particular:-

- a) Will allow data subjects to exercise their rights of access to their personal information, what is held, how it is processed, and to whom it is disclosed, in accordance with the time limit permitted (currently 40 days) and for no more than the maximum fee (currently £10).
- b) Will deal courteously and promptly with queries about handling personal information
- c) Will disseminate to staff information on good practice in respect of handling using and storing personal information
- d) Will only disclose personal data to organisations or individuals for whom consent has been given to receive such data or where there is a legal requirement to disclose
- e) Will not use personal data in newsletters websites or other media without consent
- f) Will ensure that hard copy personal data is kept in locked filing cabinets/cupboards with controlled access (with the keys kept locked securely with controlled access)
- g) Will ensure that electronically held data is password protected and not visible to unauthorised persons
- h) Will only archive personal data on disks which are kept in a locked cabinet
- i) Will securely destroy out of date data including shredding paper files and deleting data from any redundant PCs before disposal
- j) Will report any security breaches immediately
- k) Will review this policy annually

Governors would not normally be given personal information about individual pupils or staff in a way that allows the pupils or staff members to be identified. There are exceptional circumstances where it may be appropriate to provide such data to a governor, for example if a governor is involved in a confidential hearing and in these circumstances the information should be communicated on paper rather than electronically, with the paper copies being collected and shredded after the hearing other than those needing to be retained securely by the school.