



Whistle Blowing
Safe Recruitment and Selection Policy
E safety Policy
Data Protection
Information Sharing
Safe guarding

Purpose of Data Protection Policy

Herrick Primary School ensure compliance with the Data Protection Act 1998 which concerns the collection, recording and use of data, whether on paper and or computer.

The Data Protection Act 1998 gives individuals the right to see information about them held by the school (with some limitations relating to sensitive data). All staff members who process personal data are responsible for their processing activities.

All personal information is only processed if appropriate security measures to safeguard personal information are maintained:

1. it is needed for a specific purpose,
2. it is adequate, relevant and not excessive to it's purpose,
3. it is accurate and kept up to date when necessary,
4. it is only kept as long as necessary,

We will treat everyone fairly when dealing with requests for information

All personnel files are locked in cabinets in the Office Manager's office.

Herrick Primary School are committed to ensuring that personal data that is holds is used fairly and lawfully and in a non discriminatory manner.

How this impacts on employees of Herrick Primary School

The obligations outlined in this policy apply to all those who have access to personal data held by the school.

Any individual who knowingly or recklessly processes data for purposes other than those for which it is intended or is deliberately acts outside of their recognised responsibilities may be subject to disciplinary procedures, including dismissal where appropriate, and possible legal action liable to prosecution.

All individuals permitted to access personal data in line with their work duties must comply with this policy and agree to undertake any relevant training that may be appropriate to the job/position being undertaken.

Confidentiality and Security

- Manual files (paper records) - access is restricted solely to the relevant staff and stored in secure locations (e.g. lockable cabinets) to prevent unauthorised access.
- Computer systems and files are firewall and password protected. Encryption software will be utilised when data has to be 'carried' e.g. on encryption enabled memory sticks. Those who use the school equipment will have access only to the data that is both necessary for the work they are doing and held for the purpose of carrying out that work. Data users must comply with the school's security measures.
- Personal data will only be disclosed to legitimate recipients. This varies according to the nature of the data and the purpose for which it is intended. Permission for data disclosure to anyone who is not a member of staff at the school may only be given by the Head teacher or Deputy Headteacher.

Recording and using the Data

Herrick Primary School will endeavour to inform all individuals of why their personal data is being collected.

It is also very important to remember that when collecting data via the telephone or face to face the above information should also be made clear to the data subject before any processing of their personal data takes place.

Sharing Information

- Normally we will only disclose information with the individuals consent, however, there are some circumstances where we can disclose without consent for example;
- Pupil data disclosed to authorised recipients related to education, necessary for the school to perform its statutory duty
- Pupil data disclosed to an authorised recipient in respect of the children's health, safety and welfare
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within the vicinity of the school.
- Staff data disclosed to relevant authorities in respect of pay roll and administrative matters.
- Unavoidable disclosure for e.g. to a technician during the maintenance of computer systems, in such circumstances the technician will be asked to sign a form stating they will not disclose any data outside the school.

The Right of Subject Access

A written request received by a Data Controller from an individual wishing to access their rights under the provisions of the Data Protection Act 1998 is known as a Subject Access Request. Section 7 to 9 of the Act gives an individual the rights to request access to any 'personal data' that they believe may be held about them. Subject access requests will be responded to within 40 days.

If the data subject believes Herrick Primary School has not responded correctly and are not happy with the response to their concerns they are able to complain to the Information Commissioner.

Training

Administrative staff are trained to use both pupil and staff databases.

Practical Measures

- Security software is installed on the computers which contain personal information and can only be accessed using the appropriate user log in and secure password
- Computer files are regularly backed up
- Permission slips for photographs of children to be used are issued to all parents/carers
- Encryption enabled memory sticks are to be used when carrying personal computer data off site.

This policy will be reviewed according to the schedule set by the School Governing Body, or to take account of new legislative requirements, or to meet the needs in changes in the setting.

Review 2019