

## MILLWOOD SCHOOL, BURY

**POLICY:** Data Protection

**DATE:** Updated November 2015

**DATE ADOPTED BY GOVERNING BODY:** July 2011

### Introduction

Under the Data Protection Act 1998 individuals have the right to access personal data, processed or held by the school, which relates to them. Personal data includes information held on computer or on paper, and images including photographs and videos.

Millwood School in complying with the Data Protection Act 1998 will hold the minimum personal data necessary. The data will be erased once the purpose for which it was used has finished.

Under the Data Protection Act 1998 all schools processing personal data must comply with the eight enforceable principles of good practice.

Data must be:

1. Fairly and lawfully processed.
2. Processed for limited purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Not kept for longer than necessary
6. Processed in accordance with the data subject's right.
7. Secure.
8. Not transferred to other countries without adequate protection.

### Record-keeping

All records kept at Millwood that contain sensitive or personal information are required to be kept on the premises and paper documents are stored in the school office, behind a locked door. Any personal information which staff may need to carry off the school premises, for example for the purposes of working from another location, should be stored on an encrypted memory stick. This practice is in line with the advice published for schools by the Information Commissioner's Office in 2012

[http://web.archive.org/web/20151003061529/https://ico.org.uk/media/for-organisations/documents/1132/report\\_dp\\_guidance\\_for\\_schools.pdf](http://web.archive.org/web/20151003061529/https://ico.org.uk/media/for-organisations/documents/1132/report_dp_guidance_for_schools.pdf))

The only other exception to this procedure is when Personal contact details are required to be taken on a school trip, including the child's All about me book, care plans and parental contact details. These should be held by the lead person and returned to the school office/class at the end of the trip.

At the end of all meetings that are held in school, all copies of the reports which are no longer needed for the records of those in attendance are to be handed to the Chair, this includes annual reviews and Child in Need meetings. Any copies that are not required for the school's records will be shredded immediately after the meeting.

All documents and reports that need to be accessed by staff can be saved on the school's shared network; the H:/drive. To ensure the protection of our records information must not be saved in 'my documents' or on the hard drive of the computer.

Two-factor authentication is required for all users with access to large data sets within school, such as the Management Information System.

### **Data Protection and Photographs in School**

The Information Commissioner has issued a data protection good practice note on taking photographs and videos in educational institutions. The document gives guidance on whether storing photographs and videos complies with the Data Protection Act 1998. It states that the Data Protection Act 1998 does not apply to photographs and videos that are taken for school use and displayed with the permission of parents/Guardians. Although photographs of pupils or staff that are stored electronically with other personal data will need to be stored in line with the regulations set out in the 1998 Data Protection Act.

New parents are made aware of the information that is stored with in school and that it is only used in line with the guidance of the 1998 Data Protection Act and these guidelines are also displayed on the school website.

## **Compliance**

This policy applies to all staff and any breach of this policy or of the Act itself will be considered an offence and the school's disciplinary procedures will be invoked.

As a matter of best practice, other agencies and individuals working with Millwood School, who have access to personal information, will be expected to read and comply with this policy.

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

**Written by Mike Price – ICT TLR Leader**

**To be reviewed November 2016**