

Cruddas Park Early Years Centre

Data Protection Policy



Introduction

At Cruddas Park Early Years Centre, our policies are regularly reviewed. This reflects current practice and all related government guidance and statutory requirements. The Data Protection Policy will be reviewed by the Head Teacher and Governing Body every two years, or before this if there should be any changes in the Data Protection Act.

Rationale

The school needs to collect and use certain types of information about staff, children, 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 and other relevant bodies. This personal information must be dealt with correctly however it is used, whether on paper, computers or recorded in any external memory or device. There are safeguarding procedures in place to ensure this in the Data Protection Act 1998. We ensure that our organisation treats personal information lawfully and correctly.

The School's Governing Body expects all school employees, or others providing a service to the school, to comply with the following:

- The terms of the Data Protection Act 1998, and any subsequent relevant legislation, to ensure data is treated in a manner that is fair and lawful.
- Advice and guidance supplied on the Data Protection section of the Department for Education's official website, relating to schools (<http://www.education.gov.uk/>)
- Information and guidance supplied on the Data Protection section of the Information Commissioner's website for Education.

Data Gathering

- All personal data relating to staff, pupils or other people with whom we have contact, whether held on a computer or in paper files, are covered by the Data Protection Act.
- Only relevant personal data may be collected, and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

Data Storage

- Personal data will be stored in a safe and secure manner.

- Electronic data will be protected by a standard password; encryption and firewall system operated by the school and in conjunction with Local Authority controlled network security.
- Computer workstations in administrative areas will be positioned so that they are not visible to casual observers.
- Manual data will be stored appropriately so that it is not accessible to persons who do not have legitimate reasons to view or process that data.
- Particular attention will be paid to the need for security of sensitive personal data.

Data Checking

- The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.
- Any errors discovered will be rectified and, if the information has been disclosed to a third party, any recipients informed of the corrected data.

Data Disclosures

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- Where requests to disclose personal data are made by telephone, it will be the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably by a switchboard, to ensure the possibility of fraud is minimised.
- If a personal request for data to be disclosed is made, it is again the responsibility of the school to ensure the caller is entitled to receive data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- Requests from parents or carers for printed lists of names of children in classes, which are frequently sought as Christmas, should be politely refused as permission would be needed from all the data subjects in the lists.
- Personal data will not be used in newsletters, website or other media without the consent of the data subject.
- A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later to be found inaccurate.