



MILTON PARK PRIMARY SCHOOL

DATA PROTECTION POLICY

Adopted: January 2017
Review Due: January 2019

Introduction

The school needs to hold certain information about our pupils, staff and other users to allow us, for example, to monitor performance/achievement, and for Human Resources or Safeguarding reasons.

The school will comply with the Data Protection principles which are set out in the Data Protection Act 1998¹.

The Data Controller and the Designated Data Controllers

The school, as a body, is the Data Controller, and the school's Governors are therefore ultimately responsible for implementation.

The school has identified its Designated Data Controllers, who will deal with day to day matters, as the Headteacher and School Business Manager.

Responsibilities of the School

The school is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors. This means that:

- a) all systems that involve personal data or confidential information will be examined to see that they meet the Data Protection Principles and Information Security guidelines
- b) the school will inform all users about their rights regarding Data Protection
- c) the school will provide training to ensure that staff know their responsibilities
- d) the school will monitor its Data Protection and Information Security processes on a regular basis, changing practices if necessary.

¹ <https://www.gov.uk/data-protection/the-data-protection-act>

Responsibilities of Staff

All staff are responsible for checking that any information that they provide to the school in connection with their employment is accurate and up to date.

All staff are also responsible for ensuring that any personal data they use in the process of completing their role is:

- a) Not in the view of others when being used.
- b) Kept securely in a locked filing cabinet or drawer when not being used.
- c) Password protected both on a local hard drive and on a network drive that is regularly backed up.
- d) Password protected and encrypted if kept on a laptop, usb memory stick or other removable storage media. The device must be kept in a locked filing cabinet, drawer, or safe when not in use. The data held on these devices must be backed up regularly.
- e) Not disclosed either orally or in writing or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Staff should note that unauthorised disclosure or transgression of the above will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Responsibilities of Parents/Guardians

The school will inform parents/guardians of the importance of keeping personal data up to date. This includes an annual data collection sheet which will be issued annually and the collection recorded.

Permission will be sought with regard to issues such as the use of images and use of names in publicity materials on induction, annually or when required. Where permission is not given, this information will be recorded and communicated to staff whenever necessary.

Right to Access Information

All staff, parents and other users are entitled to:

- a) know what information the school holds and processes about them
- b) know how to gain access to view the data
- c) know how to keep it up to date
- d) know what the school is doing to comply with its obligations under the Act.

The school will place on its website a Fair Processing/Privacy Notice regarding the personal data held about pupils and staff and the reasons for which it is held and processed.

All staff, parents and other users have the right to ask to view personal data being kept about them or their child. Any person who wishes to exercise this

right should make a request in writing and submit it to the School Business Manager.

The school aims to comply with requests for access to personal information as quickly as possible, and in compliance with advice from the Information Commissioner's Office and other professional agencies. There may be an administration charge, which will be stated once the enquiry is made.

There is a separate policy for the processing of Freedom of Information requests.

Reporting Incidents

Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about themselves or their child should raise the matter with the Headteacher, in the first instance.

Monitoring and Evaluation

This policy will be monitored and reviewed on a regular basis.