

Bury C of E Primary School **Data Protection Policy**



Statement of Commitment

In order to undertake its statutory obligations effectively, the school needs to collect, use and retain information, much of which is confidential. Such information may be about:

- Our pupils
- Our employees
- Family members of our pupils
- Other local authorities or public bodies.

We regard the lawful and correct treatment of personal data by Bury Primary School (referred to hereafter as the School) as very important for successful operations, and to maintain the confidence of our stakeholders. To this end, the School will ensure compliance, in all its functions, with the Data Protection Act 1998 (referred to hereafter as the DPA 1998) and other relevant legislation.

Compliance with the Principles

The Principles of the DPA 1998 state that personal information must be:

- Processed fairly and lawfully and, in particular, shall not be processed unless specific conditions (detailed in the DPA 1998) are met;
- Obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose/those purposes;
- Adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
- Accurate and, where necessary, kept up to date;
- Kept only for as long as is necessary for that purpose or those purposes;
- Processed in accordance with the rights of data subjects under the DPA 1998;
- Kept secure and appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and,
- Transferred only to a country or territory outside the European Economic Area that ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

In order to comply with these principles the School will:

- Observe and comply with the conditions regarding the fair collection and use of personal data;
- Specify the purpose for which personal data is used;
- Only collect and process appropriate personal data to the extent that it is needed to fulfill operational needs or to comply with legal requirements;
- Ensure the quality of data used;
- Apply strict checks to determine the length of time information is held;
- Ensure that the rights of individuals about whom the data is held can be fully exercised under the DPA 1998;
- Take appropriate security measures to safeguard personal information; and,
- Ensure that personal data is not transferred outside of the country without suitable safeguards

In addition the School will ensure that:

- There is an appointed officer with responsibility for Data Protection;
- Employee needs will be identified and training provided, where appropriate, to ensure that those managing and handling personal information understand their responsibility to follow good data protection practice; and,

- A regular review and audit of the use of personal data will be undertaken to ensure compliance with the DPA 1998.

Rights of the Individual

Upon receipt of a written request by an individual, the School will provide any information that is held about that individual in a form that is clear in language, and with all references explained in accordance with the DPA 1998 (subject to exemptions provided for by the Act and other relevant legislation).

The School will respect any request made by individuals to opt out of any records held that are not necessary for the running of the School's services and performance of its statutory duties.

Methods of handling data will be clearly described and queries about the handling of personal information will be dealt with promptly and courteously.

Compliance

This Policy applies to ALL employees acting on behalf of the School.

If any persons acting on the School's behalf, are found to knowingly or recklessly breach the School's Data Protection Policy appropriate disciplinary and/or legal action shall be taken.

If you need more information or a detailed explanation of any of the commitments made in this policy, please contact the Data Protection Officer:

Email: office@bury.cambs.sch.uk

Tel: 01487 813784.

Further information can be obtained from www.ico.org.uk

Reveiwed at meeting of full Governing Body on

This policy was approved on: 28-09-2016

This policy will be reviewed every three years.