



## DATA PROTECTION POLICY

**September 2019**

- 1 The school will comply with:
  - 1.1 The terms of the Data Protection Act 1998, the Freedom of Information Act 2000, the General Data Protection Regulation 2016 and any other relevant legislation to ensure personal data is treated in a manner that is fair and lawful.
  - 1.2 Information and guidance provided by the Information Commissioner's Office and displayed on the ICO's website.
  - 1.3 Information and guidance from Staffordshire County Council's Information Governance Team.
- 2 This policy will be used in conjunction with the school's **ICT Security Policy** and **Computing Policy**.
- 3 Data Gathering
  - 3.1 All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
  - 3.2 Only relevant personal data will be collected and the person from whom it is collected will be informed of the data's intended use and any possible disclosures of the information that may be made.
4. CCTV policy  
The school may use CCTV and store images for a period of time in line with the school's CCTV Policy.
5. Data Storage
  - 3.3 Personal data will be stored in a secure and safe manner.
  - 3.4 Electronic data will be protected by robust password and firewall systems.
  - 3.5 Personal passwords must not be disclosed to colleagues, pupils or other persons to enable them to access data.
  - 3.6 Any hard copies of personal data will be stored where the data not accessible to anyone who does not have a legitimate reason to view or process it.
  - 3.7 Particular attention will be paid to the need for security of sensitive personal data.
  - 3.8 All staff will receive training on the safest way to store data including encryption of memory sticks.
6. Data Checking
  - a. The school will issue regular reminders to staff and parents/carers to ensure that personal data held is up-to-date and accurate.
  - b. Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

***Where everyone is important***

## 7. Data Disclosures

- a. Personal data will only be disclosed to organisations or individuals for whom the consent of the data subject (or that of the parent/carer) has been given for the organisation or individual to receive the data, or to organisations that have demonstrated a legal right to receive the data without consent being given.
- b. When requests to disclose personal data are received by telephone the recipient must ensure the caller is entitled to receive the data and that they are who they claim to be. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised. Where doubt remains, no data should be disclosed until it has been established that the person is entitled to receive the data requested.
- c. All requests for access to a person's own personal data has to be made in writing
- d. Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, will be politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the pupils are present in class .will resolve the problem.)
- e. Personal data will not be used in newsletters, websites or other media without the consent of the data subject (or parent/carer).
- f. At a pupil's admission, consent will be sought for all routine consent issues and incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school. A record will be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.
- g. All data breaches will be recorded in school and where appropriate reported to the Information Commisssioner's Office.

## 8. Subject Access Requests

- a. If the school receives a written request from a data subject to see or receive copies of any or all personal data which the school holds about them this will be treated as a Subject Access Request and the school will respond within the 40 calendar day deadline unless the request is received on the last day of the summer term.
- b. Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40 calendar day time limit.

9. This policy will be included in the Staff Induction Pack along with a copy of the Staff Privacy Notice.

10. Data Protection statements will be included in the school prospectus and on any form that is used to collect personal data and on the school website. The school website will include a copy of the pupil privacy notice.

11. The school has appointed a Data Protection Officer to help ensure that the school is compliant with legislation. They can be contacted in the following way:

Data Protection Officer  
Staffordshire County Council  
Staffordshire Place 1  
Stafford  
ST16 2DH  
01785 278109