

St Andrew's CE Primary School



Data Protection Policy

Reviewed: Summer 2023
Next review: Summer 2024

Every Child A Champion in Their Own Right. Matthew 5.16 - "Let Your Light Shine."

St Andrew's CE Primary School is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

1. Introduction

- a) St Andrew's CE Primary School needs to keep certain information about our employees, pupils and other users to allow us, for example, to monitor performance, achievement, and health and safety.
- b) To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, we must comply with the Data Protection Principles which are set out in the Data Protection Act 2018.
- c) In summary these principles state that personal data shall:
 - i. Be obtained and processed fairly and lawfully.
 - ii. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
 - iii. Be adequate, relevant and not excessive for that purpose.
 - iv. Be accurate and kept up to date.
 - v. Not be kept for longer than is necessary for that purpose.
 - vi. Be processed in accordance with the data subject's rights.
 - vii. Be kept safe from unauthorised access, accidental loss or destruction.
- d) All staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the School has developed this Data Protection Policy. This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the School from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

2. The Data Controller and the Designated Data Controllers

- a) The School, as a body, is the Data Controller and the Governors are therefore ultimately responsible for implementation. However, the Designated Data Controllers will deal with day to day matters.
- b) The School has identified its Designated Data Controllers as: The Head Teacher, Assistant Head Teachers, and the Admin Staff.
- c) Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the Head Teacher, in the first instance.

3. Responsibilities of Staff

- a) All staff are responsible for:
 - i. Checking that any information that they provide to the School in connection with their employment is accurate and up to date.
 - ii. Informing the School of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The School cannot be held responsible for any errors unless the staff member has informed the School of such changes.
 - iii. Handling all personal data (eg – pupil attainment data) with reference to this policy.

4. Data Security

- a) All staff are responsible for ensuring that:

- i. Any personal data that they hold is kept securely.
 - ii. Personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.
- b) Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.
- c) Personal information should:
- i. Be kept in a filing cabinet, drawer, or safe in a secure office, or;
 - ii. If it is computerised, be password protected both on a local hard drive and on a network drive that is regularly backed up; and
 - iii. If a copy is kept on a USB memory key or other removable storage media, that media must itself be password protected and/or kept in a filing cabinet, drawer, or safe.

5. Rights to Access Information

- a) All staff, parents and other users are entitled to:
- i. Know what information the School holds and processes about them or their child and why.
 - ii. Know how to gain access to it.
 - iii. Know how to keep it up to date.
 - iv. Know what the School is doing to comply with its obligations under the 2018 Act.
- b) The School will, upon request, provide all staff and parents and other relevant users with a statement regarding the personal data held about them. This will state all the types of data the School holds and processes about them, and the reasons for which they are processed.
- c) All staff, parents and other users have a right under GDPR, 2018 DPA and regulation 5 of the Education (Pupil Information) (England) Regulations 2005, to access certain personal data being kept about them or their child either on computer or in certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Headteacher. The School will ask to see evidence of your identity, such as your passport or driving license, before disclosure of information.
- d) The School may make a charge on each occasion that access is requested in order to meet the costs of providing the details of the information held.
- e) The School aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 15 school days.

6. Retention of Data

- a) The School has a duty to retain some staff and pupil personal data for a period of time following their departure from the School, mainly for legal reasons, but also for other purposes such as being able to provide references. Different categories of data will be retained for different periods of time.

7. Registration

- a) The school is registered with the Information Commissioner's Office.

8. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

9. Training

All staff and governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.

10. Legislation and guidance

This policy meets the requirements of the GDPR and the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the [GDPR](#).

In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child's educational record.

9. Monitoring and Evaluation

This is ongoing, but usually every two years in the Sumer Term; where any clarifications or actions are needed the Policy will be amended.

APPENDIX – Included as part of our Parent Information Pack and sent annually to all parents

PRIVACY NOTICE for pupils in Primary Schools – Data Protection Act 2018

We at St Andrew's CE Primary School are the Data Controller for the purpose of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, ¹ characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to Hull City Council – your Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the School Office.

If you require more information about how Hull City Council please go the following website:

<http://www.hull.gov.uk/education-and-schools>

If you are unable to access the website, please contact the LA or the DCSY as follows:

Information and Security Officer
Children & Young People's

Public Communications Unit
Department for Children, Schools and

Services
Hull City Council
Brunswick House
Strand Close
Hull
HU2 9DB

Tel: 01482 616017/448879

Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.dcsf.gov.uk
Email: info@dcsgsi.gov.uk
Tel: 0870 000 2288

¹ Attendance information is not collected by the DCSF for pupils under the age of 5 at Early Years Settings or Maintained Schools