



# Data Protection Policy

The Livingstone Road Primary Federation adopts the principles and procedures of this Policy for both Sylvan Infant School and Branksome Heath Junior School

Status & Review Cycle: Annually

Last Review Date:  
Policy Review Committee

Review Group/Reviewer:

Signed.....

## Introduction

The Governing Body of the Federation has overall responsibility for ensuring the records are maintained, including security and access arrangements, in accordance with Education Regulations and all other statutory provisions. The Headteacher and Governors of this school are intent to comply fully with the requirements and principles of the Data Protection Act 1998. Further information about the Data Protection Act can be obtained from the Data Protection Commissioner ([www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)).

## Data Gathering

All personal data ('data which relates to a living individual who can be identified' e.g. address, telephone numbers, names, photographs) relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, is covered by the 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. The School will check annually that the data collected is still adequate, relevant and not excessive in relation to the purpose for which the data is being held. Likewise data will not be kept for longer than is necessary. It is the duty of the SBM to ensure that obsolete data is properly erased.

**Computer printouts, as well as source documents, are shredded before disposal.**

## Data Storage

All personal data will be stored in a secure and safe manner. Electronic data will be protected by standard password systems operated by the school. Computer workstations in administrative areas are positioned so that they are not visible to casual observers waiting either in the office or reception area. No personal data (except names) will be held on teaching staff laptops. Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process the data.

## Data Checking

Data held will be as accurate as is reasonably possible. The school will issue regular reminders to staff and parents to ensure that data held is up-to-date and accurate. If a parent ('a person having parental responsibility or care of a child', Education Act 1996) informs the school of a change in circumstances the computer record will be updated as soon as is possible. A print out of the data is provided to the parent every twelve months so that they can check its accuracy and make any amendments.

## **Access to Records**

Requests for access to personal data must be made in writing to the Head of School. It must include key information (e.g. full name, address and telephone number) in order for the school to verify the request. Pupils, parents and staff may request access to the personal data held about them by the school. Provided that there is sufficient information to process the request this will be done within 40 days of the request. In the case of any written request from a parent regarding their own child's record, access to the record will be provided within 15 school days in accordance with the current Education (Pupil Information) Regulations. All personal data will be sent to the requesting person in a sealed envelope.

## **Data Disclosures**

The School will, in general, only disclose data about individuals with their consent. However, there are circumstances under which the Head of School may need to disclose data without explicit consent for that occasion. These circumstances are strictly limited to:

- Pupil data disclosed to authorised recipients related to education and administration for the school to perform its statutory duties and obligations.
- Pupil data disclosed to authorised recipients in respect of the child's health, safety and welfare.
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance.
- Staff data disclosed to relevant authorities e.g. payroll and administration
- Disclosures to Police Officers if they are able to supply a written request which notifies the school of a specific and legitimate need to have access to specific personal data.

A record should be kept (within the personal data file) of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate. Data is not used in newsletters, websites or other media without prior consent. This includes the use of photographs. All parents are asked to give consent for this on admission to the schools. A list of children who do not have permission is held by both the office staff.

## **Data and Computer Security**

The School undertakes to ensure the security of personal data by the following general methods (exact details, cannot, of course, be listed):

### *Physical Security*

Appropriate building security measures are in place (alarm, lockable office). All disks, CDs and printouts are locked away securely when not in use. Visitors to the school are required to sign in, to wear identification badges and, where appropriate, are accompanied.

### *Logical Security*

Only authorised users are allowed to access the computer files and password changes are undertaken regularly. Computer files are backed up regularly.

### *Procedural Security*

All staff are aware of their Data Protection responsibilities and the procedures in place for accessing personal data. These procedures are monitored and reviewed on a regular basis, especially if a security loophole becomes apparent.

### *Responsibility*

Individual members of staff can be personally liable in law under the terms of Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorized use or disclosure of their data. A deliberate breach of this policy will be treated as a disciplinary matter.