

Burrough Green C of E Primary School

Data Protection Policy

Introduction

The Policies and practice of data handling and storage at Burrough Green CE Primary School (hereafter referred to as Burrough Green) is based upon, and consistent with the provisions of the Data Protection Act 1998

Commitment to the Protection of Personal Information

Burrough Green needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include pupils, parents, carers, staff, governors, suppliers and others with whom it communicates. In addition, it is required by law to collect and use certain types of information to comply with the requirements of government departments.

This personal information must be dealt with properly and securely regardless of what method is used for its collection, recording or use – whether this is paper, a computer system or any other material. There are safeguards to ensure that the processing of such information is carried out in a proper fashion and these are contained in the Act.

This policy does not seek to convey the whole legislation to its readers, rather to acquaint them with the main provisions and to demonstrate that Burrough Green has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from Cambridgeshire County Council's Data Protection Officer.

Burrough Green regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions and to maintaining confidence between those with whom we deal and ourselves. We ensure that our school treats personal information lawfully and fairly.

Our Data Protection Standards

Burrough Green will, through appropriate management and adherence to agreed procedures:

- Observe fully the conditions relating to the fair collection and use of personal information.
- Meet its legal obligations to specify the purposes for which the information is used.
- Collect and process appropriate information, but only that which is necessary to its operational needs, or meets its legal requirements.
- Ensure the quality of information used.
- Apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity.

- Ensure that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong, through the issue of a Fair Processing Notice annually.
- Take appropriate technical and organisational measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

Management Arrangements

Burrough Green will ensure that:

- The Head Teacher is nominated to hold specific responsibility for data protection within the school.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.
- Anyone wanting to make enquiries about how to handle personal information will refer to the person responsible for data protection.
- Queries about handling personal information are promptly and courteously dealt with.

The following are some exemplars of our practice:-

- requiring all visitors to sign in the visitors book and wear a visitor badge to ensure there is knowledge of all personnel on site
- ensuring that all written confidential information is contained in lockable cabinets
- ensuring there is password protection on all computers containing information and data
- ensuring that passwords are restricted to members of staff
- ensuring that other visitors and parents do not have access to any machines holding data
- positioning computers containing data so there is no visible access to information on screen for visitors etc
- storage of sensitive personal information on the Central Host
- ensuring there is virus protection on all computers

- ensuring that record keeping on each child is kept as confidential information and shared only with parents or other professionals
- making staff and parents aware that names/ telephone numbers and addresses of parents cannot be divulged to others without permission from the parent concerned
- ensuring that the awareness of the needs for confidentiality is reinforced at all times in the school and is integral to the staff's professionalism, and this is recorded on staff job descriptions.
- ensuring that the school is locked and security system is activated when the premises are empty
- named people having keys for access
- ensuring that all staff and governors have relevant training and have read the data protection policy

Policy reviewed :- September 2016 (Community Committee)

Policy Review Date : - Autumn 2018

DATA SUBJECT ACCESS APPLICATION FORM

Under the terms of the Data Protection Act 1998, an individual is entitled to ask Burrough Green CE Primary School for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. The information, which the individual is entitled to receive from us is, why we hold the information, to whom the data is disclosed, and the source of the data. This entitlement is known as the "Right of Access to Personal Data".

If you would like to access the personal data Burrough Green C of E Primary School holds about you please tick the box and answer the following questions.

1. PERSONAL DETAILS

Name.....
Present Address.....
.....
..... Post Code.....
Tel. No.....
Date of Birth.....
Length of time at this address.....yrs

If you have lived at this address for less than two years.

Previous address.....
.....
.....
Post Code..... Length of time at that address.....Yrs.

Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you hold.
I confirm that the personal data to which I am requesting access is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed.....Mr./Mrs./Ms./Title Date.....

This section to be completed by person(s) acting on behalf of the data Subject

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name.....
Address.....
.....
..... Post Code
Telephone No.
Signature.....Mr./Mrs./Ms./Title

Notes Burrough Green Primary School has 15 school days to respond to requests for educational records as per the Data Protection Act and can make the following charges for access to Educational Records

10p per photocopied sheet

(Data Protection Act 1998 Compliance Advice November 2000)