

LYME COMMUNITY PRIMARY SCHOOL

Data Protection Policy

Lyme Community 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.

We are committed to ensuring personal information is properly managed and that it ensures compliance with the Data Protection Act 1998 [DPA]. The School will make every effort to meet its obligations under the legislation and will regularly review procedures to ensure that it is doing so.

This school processes personal data in relation to students and parents or legal guardians for the following purposes:

Administration:

- Student and parent / legal guardian details are collected upon registration of a student upon admission of a student to this school. Such registration details are required to establish a student register for the administration of the intake of yearly students, and for the daily operations and efficient running of the school. Student records may also include photographs.
- The student details will incorporate the details of their parents / legal guardians to be contacted as necessary and to maintain a sound relationship with them, by involving them in the educational development of their child attending this school. It is the responsibility of parents / legal guardians to provide the school with any amendments or changes to the registration details of our students to keep such information up to date.

Student welfare:

- The school may process records related to the welfare and social behaviour of the student concerned. Such information may include court orders regarding custody of minors, information compiled by child protection services including guidance and counselling, as well as any other information obtained from the student or parent / legal guardian, the police, and other support agencies. Such welfare data is processed in the best interest of the student concerned in order to provide him / her with the best possible protection and assistance, to improve his / her welfare, and further progress the development of the student involved.

Academic progress monitoring:

- This school is committed to provide the best education possible to its students. Performance data, including examination and / or assessment results are compiled to monitor their progress during their time at Lyme.

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 1998.

In summary these principles state that personal data shall:

- Be obtained and processed fairly and lawfully.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for that purpose.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.

- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

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.

The Data Controller and the Designated Data Controllers

The School, as a body, is the Data Controller under the 1998 Act, and the Governors are therefore ultimately responsible for implementation. However, the Designated Data Controllers will deal with day to day matters.

The School has identified its Designated Data Controllers as: The Headteacher, Marie Cribb, the Deputy Headteacher, Jo Roberts and the Office Manager, Sandra Marshall.

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.

Responsibilities of Staff

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 (e.g. – pupil attainment data) with reference to this policy.

Data Security

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.

Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

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.

Processing of Visual Images

Lyme allows the taking of visual images in the form of photos, videos or other means, in its school activities. It is pertinent to point out that the school is only responsible for visual images taken by school

representatives. Persons taking visual images for personal use during a school activity are held responsible for the use of such visual images.

Upon the admittance of students in this school, consent will be sought from parents / legal guardians where visual images are:

- taken by school representatives in non-curricular activities;
- used for communications purposes by publishing them on newsletters, etc.)
- school notice boards
- the school website

When a professional photographer is engaged by the school, the school shall ensure that the photographer understands data protection considerations and that he/she is able to satisfy all responsibilities and obligations in accordance with the Data Protection Act.

Rights to Access Information

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 1998 Act.

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.

All staff, parents and other users have a right under the 1998 Act 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 licence, before disclosure of information.

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.

The School aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days, as required by the 1998 Act.

Retention of Data

The school does not hold any data longer than necessary, having considered the purposes for processing. In this regard, all personal data relating to students and their parents / legal guardian will be held for the period during which the student attended this school, with the exception of records selected to be kept for record purposes, and statistical data.

The School has a duty to retain some staff 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.

Monitoring and review

This policy has been reviewed and approved by the headteacher and governors. The Data Protection Policy will be reviewed and updated as necessary every three years. **January 2016 – Review January 2018**