



Worle Community School

Data Protection Policy March 2016

Introduction

The objective of the policy is to ensure that the school acts within the requirements of the Data Protection Act 1998. This policy aims to:

- Set out the legal requirements relating to data.
- Set out the School's rules on processing of data.
- Act as an instruction for staff, parents and students.

The responsibility of this policy lies with the School Trust – Board of Governors and will be reviewed on an annual basis (or, as necessary, when changes occur). The Head Teacher is the named person with overall responsibility for personal data within the school.

Everyone in the school community has the responsibility of handling protected or sensitive data in a safe and secure manner. Governors are required to comply fully with this policy in the event that they have access to personal data when engaged in their role as a Governor. The school will ensure that all staff, contractors, delivery partners and anyone that may have access to data are aware of, and comply with, this policy.

1. The law regarding personal data

The Data Protection Act 1998 (DPA) is designed to protect personal data and is based around the following principles of 'good information handling'.

- Processed fairly and lawfully
- Obtained for specific purposes
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Kept no longer than necessary
- Processed in accordance with the rights of the individual
- Kept secure & only sent outside of the UK if there is adequate provision

These give individuals specific rights in relation to their personal information and place certain obligations on those organisations that are responsible for processing it ensuring anyone dealing with personal data handles it securely and correctly.

The school is registered as a Data Controller on the Data Protection Register held by the Information Commissioner and is required to complete & submit a notification to the Information Commissioner’s Office (ICO).

Data may be classified using the Government Protective Marking Scheme as below:

Levels of Restriction / Risk assessing and impact levels

Government Protective Marking Scheme label	Impact Level	Examples
UNCLASSIFIED	X	Unmarked material that should be classified before recording and sharing.
NOT PROTECTIVELY MARKED	0	School timetables, dates of school events, displays of student’s work,
PROTECT	1 or 2	Individual’s academic, social and behavioural progress, attendance, educational needs, staff home contacts
RESTRICTED	3	External disclosed factors, ‘at risk’ information
CONFIDENTIAL	4	Most material will not be marked as Risk 4.

2. Fair Processing & Data Handling

- Data may be obtained from a variety of sources – data given by the individual or responsible person (parent/carer/etc.), data from the local authority, previous educational institutions, disclosed by other external services.
- Every effort will be made to ensure that information is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- Misuse or loss of personal data can have serious effects and may result in disciplinary action and / or criminal prosecution.

Data Access

- It is the responsibility of all members of the school community to take care when handling, using or transferring personal data so that it cannot be accessed by anyone who does not:
 - have permission to access that data
 - need to have access to that data.
- The school will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them.
- Access to protected data will be controlled according to the role of the user. Members of staff will not, as a matter of course, be granted access to the whole management information system.
- All staff users will be given secure user names and strong passwords which must be changed regularly. User names and passwords must never be shared.
- Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.
- As recommended in the “Data Handling Procedures in Government” document the activities of data users, in respect of electronically held personal information, will be logged and these logs will be monitored by responsible individuals.

Retention

- All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.
- Personal data can only be stored on school equipment (this includes computers, portable storage media and secure remote access to the management information system and/or learning platform). Private equipment (i.e. owned by the users) must not be used for the storage of personal data. Personal or sensitive data may not be copied or removed from the school or authorised premises without permission.
- Media must be encrypted, password protected and transported securely for storage in a secure location. In line with school policy, once data has been transferred or its use is complete the data must be securely deleted from the device. Authorised users must take particular care that computers or removable devices which contain personal data must not be accessed by other users when out of school.

Archiving & Destruction

- Student records, including examination records) should be kept for 7 years after the child leaves the school, or until the child reaches 25 years of age (whichever is greater).
- The school will comply with the requirements for the safe destruction of personal data when it is no longer required. All personal data should be disposed of as confidential waste. A Destruction Log should be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation.

3. Right of Access to Personal Data / Freedom of Information

- The school will inform parents/carers/students, via the privacy notice, of the data they hold on the students, the purposes for which the data is held and the third parties (e.g. Local Authority, Department for Education, etc.) to whom it may be passed.
- Under the Data Protection Act, and other regulating acts, access to their own personal information is a statutory right for pupils (if they are of an age to understand the information they request) and parents (as defined in the Education Act 1996) may also request access to their child's personal data. Individuals may make requests in writing to the School's Business Manager (requests by the student do not need to be in writing but will still be documented).
- The school will document all requests for personal information with details of who dealt with the request, what information was provided and when, and any outcomes. This will enable staff to deal with a complaint if one is made in relation to the request. We ask requesters to provide identification that shows their photo and current address so that the school is satisfied of the identity to whom they are releasing of data.
- Anyone has the right to question and correct inaccurate information, but this must be based on fact and verified.
- School staff have a right of access to personal data on themselves.
- Any complaint about the provision of information will be handled by the Head Teacher or another member of the Senior staff. All complaints should be in writing and documented. Individuals should note that they may contact the information Commissioner if they are unhappy with the way their request has been handled.

4. Privacy Notice

All students will be given the following privacy notice at point of admission which is also accessible via the school website.

PRIVACY NOTICE

We, Worle Community School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. 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 the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We are required by law to pass some information about you to the Local Authority and the Department of Education (DfE). The Local Authority uses information about children for whom it provides services, to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. Once you are aged 13 or over we are required by law to pass on certain information to the local authority support service for young people aged 13-19 in England. We must provide your name and address of you and your parents as well as your date of birth and any further information relevant to the support services' role. However, your parents can request that no information beyond you name, address and date of birth (and their name and address) be passed on to the youth service provider. Please inform the Admissions and Students Records Officer if this is what you or your parents wish.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, please go to the following websites:

DfE Website – <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
North Somerset website – <http://www.n-somerset.gov.uk/Education/schools/Pages/Schools.aspx#i>

We will not give information about you to anyone outside the school without your consent unless the law requires us to do so.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Tiffany Collard Admissions and Student Records Officer.

Reviewed: March 2016
Next Review Date: March 2017