

Coppermill Primary School



# Data Protection Policy

Adopted from the LBWF model policy

January 2016

To be reviewed: Every 2 years

Next review: Spring 2018

## **Introduction**

The Data Protection Act 1998 (the 'DPA') aims to promote high standards in the handling of personal information protecting individuals rights to privacy. The DPA applies to anyone holding information about living individuals in electronic format and in some cases on paper. As the school is a holder of personal records they must also follow this act.

## **What are main principals of good information handling?**

Personal information must be:

- Fairly and lawfully processed;
- Processed for specified purposes;
- Adequate relevant and not excessive;
- Accurate, and where necessary, kept up to date;
- Not kept for longer than is necessary;
- Processed in line with the rights of the individual;
- Kept Secure;
- Not transferred to countries outside the European Economic Area unless there is adequate protection for the information.

## **Who is covered?**

The DPA covers staff, pupils, parents and any other individuals for which the school holds personal details.

## **Who is responsible for ensuring that the school complies with the DPA?**

The Headteacher has ultimate responsibility in ensuring that the school complies with this act however everyone within the school has a responsibility to ensure that they abide by the principles listed above in handling personal data. If you are unsure about the action you are taking with regard to personal data you must check with your Manager/the Headteacher to ensure you are complying with the DPA.

Some of the questions you can ask yourself to ensure that the action you are taking will comply with the DPA are:

- Do I really need this information about an individual? Do I know what I'm going to use it for?
- Do the people whose information I hold know that I've got it and are they likely to understand what it will be used for? Would any of them be surprised at what I'm doing with their personal information?
- If I'm asked to pass personal information on am I sure it's okay to do so under the DPA? (check with your manager if unsure)
- Am I satisfied that the personal information I hold is secure be it on the computer or paper based?
- Is the personal data held accurate and up to date?
- Do I delete/destroy personal information (securely) as soon as I have no need for it?
- Is access to personal information limited only to those with a strict need to know? Who will have access to this information if I place it on computer file

or hold on a paper record?

Ensure that any personal data that you hold is only shared with other members of school staff or authorities who are entitled to have access to this data. If you have any queries or concerns you must raise them with your manager/ the Headteacher immediately.

As an individual you also have a responsibility to ensure that the details held about you are accurate and kept up to date for example ensuring that the school is notified if you move house.

### **Individual Rights**

All individuals (including staff) have a right under the DPA to ask for a copy of the information held about them on computer and in some manual filing systems.

Requests for access to personal data should be referred to the Headteacher who will deal with it promptly and within a maximum of 40 days from receiving the request. A charge of up to £10 can be made for responding to a request which will be at the discretion of the Headteacher.

The School will only monitor individual staff when there are concerns about the individual's use of e-mail, internet, telephone or other data that the member of staff may be using inappropriately. If monitoring is used for training purposes the individual will be made aware of this at the time.

### **Miscellaneous**

CCTV within the school will only be in public areas, will not intrude on anyone's privacy and be used for security purposes. Notices will be placed in the school to ensure that all visitors and staff are aware of this.

The School will also ensure that any service providers used that will handle personal data for example HR, Payroll comply with the DPA.

Any member of staff found to mishandle data or share personal data with unauthorised individuals will be subject to investigation under the School's Disciplinary Policy. Deliberate, malicious or reckless breaking of the DPA will be counted as gross misconduct and could result in dismissal. Under this Act you can also be criminally liable if you knowingly or recklessly disclose personal information in breach of the policy.

If there are any queries concerning this policy or you require further assistance or training please contact the Headteacher or your manager.