



# Data Protection and Freedom of Information Policy

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St Andrews Major C/W Primary School

## **General Statement**

The Governing Body of St Andrews Major C/W Primary School has the overall responsibility for ensuring that records are maintained, including security and access arrangements, in accordance with Education Regulations and all other statutory provisions.

The Headteacher of St Andrews Major C/W Primary School will report annually to the Governing Body on data protection matters for consideration.

The Headteacher and Governors of this school intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988. All staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities within these guidelines.

## **Enquiries**

Information about the school's Data Protection Policy is available from the Headteacher.

## **Registered Purposes**

The Data Protection Registration entries for the school are available for inspection, by appointment, at the school office. Explanation of any codes and categories entered is available from the Headteacher who is the person nominated to deal with data protection issues in the school. Registered purposes covering the data held at the school are listed on the school's registration and data collection documents. Information held for these stated purposes will not be used for any other purpose without the data subject's consent.

## **Data Integrity**

The school undertakes to ensure data integrity by the following methods:

### **Data Accuracy**

Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the school of a change of circumstances their computer record will be updated as soon as is practicable. A printout of their data record will be provided to data subjects every twelve months so they can check its accuracy and make any amendments.

Where a data subject challenges the accuracy of their data, the school will immediately mark the record as potentially inaccurate, or 'challenged'. In the case of any dispute, we shall try to resolve the issue informally, but if this proves impossible, disputes will be referred to the Governing Body for their judgement.

## **Data Adequacy and Relevance**

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the school will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data

## **Length of Time**

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of the Headteacher to ensure that obsolete data are properly erased.

## **Subject Access**

The Data Protection Acts extend to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place. Where a request for subject access is received from a pupil, the school's policy is that:

- Requests from pupils will be processed as outlined below and the copy will be given directly to the pupil, unless it is clear that the pupil does not understand the nature of the request.
- Requests from pupils who do not appear to understand the nature of the request will be referred to their parents or carers.
- Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent in a sealed envelope to the requesting parent.

## **Processing Subject Access Requests**

Requests for access must be made in writing.

Pupils, parents or staff may ask for a Data Subject Access form, available from the school office. Completed forms should be submitted to the Headteacher. Provided that there is sufficient information to process the request, an entry will be made in the Subject Access log book, showing the date of receipt, the data subject's name, the name and address of requester (if different), the type of data required (e.g. Student Record, Personnel Record), and the planned date of supplying the information (normally not more than 40 days from the request date). Should more information be required to establish either the identity of the data subject or the type of data requested, the date of entry in the log will be date on which sufficient information has been provided.

## **Data and Computer Security**

St Andrews Major C/W Primary School undertakes to ensure security of personal data by the following general methods (precise details cannot, of course, be revealed):

### **Physical Security**

Appropriate building security measures are in place, such as alarms etc. Confidential information is locked away securely when not in use. Visitors to the school are required to sign in and out, and whilst in the school and are, where appropriate, accompanied.

### **Logical Security**

Security software is installed on all computers containing personal data. Only authorised users are allowed access to the computer files and password changes are regularly undertaken. Computer files are backed up (i.e. security copies are taken) regularly.

### **Procedural Security**

All staff are trained in their Data Protection obligations and their knowledge updated as necessary. Computer printouts as well as source documents are shredded before disposal.

Overall security policy for data is determined by the Headteacher and is monitored and reviewed regularly, especially if a security loophole or breach becomes apparent.

Any queries or concerns about security of data in the school should in the first instance be referred to the Headteacher.

Individual members of staff can be personally liable in law under the terms of the 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, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.

**ACCESS TO PERSONAL DATA REQUEST**

**DATA PROTECTION ACT 1998 Section 7.**

Enquirer's Surname .....Enquirer's Forenames.....

Enquirer's Address .....

.....

.....

Postcode .....

Telephone Number .....

Are you the person who is the subject of the records you are enquiring about (i.e. the "Data Subject")?

**YES / NO**

**If NO**

Do you have parental responsibility for a child who is the "Data Subject" of the records you are enquiring about?

**YES / NO**

**If YES,**

Name of child or children about whose personal data records you are enquiring

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Description of Concern / Area of Concern

Description of Information or Topic(s) Requested ( In your own words)

Additional information:

Please despatch Reply to: *(if different from enquirer's details as stated on this form)*

Name

Address

Postcode

**DATA SUBJECT DECLARATION**

I request that the School search its records based on the information supplied above under Section 7 (1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the School.

I agree that the reply period will commence when I have supplied sufficient information to enable the School to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

Signature of "Data Subject" (or Subject's Parent) .....

Name of "Data Subject" (or Subject's Parent) (PRINTED).....

Dated .....