

DATA PROTECTION POLICY

1. Statement of Intent

It is the intention of Sharmans Cross Junior School to fulfil its obligations under the Data Protection Act 1998. The school will ensure that the information Commissioner is informed of all its notifiable uses that information is put to, and will conduct periodic reviews and update those entries, an example data audit form is attached. It is the aim of the school that all appropriate staff are properly trained, fully informed of their obligations under the Data Protection Act 1998 and aware of their personal liabilities.

Any employee breaching Data Protection legislation and/or any employee deliberately acting outside of their recognised responsibilities will be dealt with through the disciplinary procedure.

Individuals whose information is held and processed by the school can be assured that the school will treat their personal data with all due care. This policy document applies only to information covered by the Data Protection Act 1998 and relevant legislation that impacts upon it. This policy will be a dynamic document that will be updated periodically according to the laws of England and Wales.

2. Fair Obtaining and Processing

The school will, as far as practicable, ensure that all individuals whose details are held are aware of the way in which that information will be held, used and disclosed. Individuals will, where possible, be informed of the likely recipients of the information - whether the recipients are internal or external to the school. Processing within the school will be fair and lawful, individuals will not be misled as to the uses to which the school will put the information given. If a person feels they have been deceived or misled as to the reasons for which their information was collected, they should use the complaint procedure at the end of this document.

It is recommended that forms requiring personal information will contain a corporate 'fair obtaining' statement giving details of the likely uses of the information and, where information is collected in person or by telephone, the employee asking for the details will inform the individual how those details will be used. People are free to ask the person collecting the information why the information is required.

The corporate statement will include the following information:

I understand that Sharman's Cross Junior School may store the information I have given on this form, and that I have a right to see a copy of the information held about (my child/myself/on application to the School.

3 Information Uses and Processes

The School will not use or process personal information in any way that contravenes its notified purposes or in any way that would constitute a breach of data protection law. Any new purposes introduced will, where appropriate, be notified to the individual and - if required by the law - their consent will be sought. Copies of notifications by the School can also be viewed on the Information Commissioner's web site at [http://www.dpr.gov.uk/search.htm!](http://www.dpr.gov.uk/search.htm)

It is recommended that all staff using personal information within the School are told the limits of their authority to use and disclose such information. The School has a reporting structure headed by Mrs Henderson who will ensure that data protection policies and procedures are properly communicated throughout the School; and all new purposes are documented and notified to the Information Commissioner

4 Information Quality and Integrity

The School will not collect information from individuals where that information is excessive or irrelevant in relation to the notified purpose(s). Details collected will be adequate for the purpose and no more. Information collected, which becomes (overtime or by virtue of changed purposes) irrelevant or excessive will be deleted.

Information will only be held for as long as is necessary for the notified purpose(s) - after which the details will be deleted. Where details of individuals are stored for long-term archive or historical reasons and where it is necessary to retain the personal detail within the records it will be done within the requirements of the legislation. In many cases personal details will be removed from the records so that the individuals cannot be identified.

The School will ensure, as far as practicable, that the information held is accurate and up to date. It is the intention of the School to check wherever possible the details given. It is recommended that information received from third parties (ie neither the individual concerned nor the School) should carry a marker indicating the source. Where a person informs the School of a change of their own circumstances, such as home

address or non-contentious data, their record(s) will be updated as soon as possible. Where the individual requests that information be changed and it is not possible to update it immediately or where the new information needs to be checked for its accuracy or validity. It is recommended that a marker be placed on the disputed record indicating the nature of the problem.

The School and the individual will attempt to reach an amicable agreement on the dispute but where this is not possible the appropriate procedure for handling the situation will be implemented.

5. Technical and Organisational Security

The School should implement appropriate security measures as required under the Data Protection Act 1998. In particular, unauthorised staff and other individuals should be prevented from gaining access to personal information. Appropriate physical security should be in place with visitors being received and supervised at all times within the School buildings where information about individuals is stored. The general public visiting the School's buildings should not feel that the measures are restrictive or oppressive, the measures are there to protect the School's information.

Computer systems are installed with *user-type profile* password controls and where necessary, audit and access trails to establish that each user is fully authorised. In addition, employees should be fully informed about overall security procedures and the importance of their role within those procedures. Manual filing systems should be held in secure locations and only accessed on a need-to-know basis.

It is recommended that all staff are informed about the limits of their authority on disclosing information both inside and outside of the School. Details should only be disclosed on a need basis within the School. Where details need to be passed outside the School, it should generally be done with the person's consent except where this is not possible or where it is required by law, allowed under the Data Protection Act 1998 exemptions (such as crime prevention/detection, to prevent injury etc.) or where it is in the person's vital interest. Any unauthorised disclosure may be dealt with under the School's disciplinary procedures.

6 Subject Access/Subject Information Requests

Any person whose details are held/processed by the School has a general right to receive a copy of their own information. There are a few exceptions to this rule, such as information held for child protection or crime detection/prevention purposes, but most individuals will be able to

have a copy of the information held on them. Any codes used in the record will be fully explained, any inaccurate, out of date, irrelevant or excessive information will be dealt with accordingly.

The School will attempt to reply to subject access requests as quickly as possible and in all cases within the timeframe allowed by the Data Protection Act 1998. Repeat requests will be fulfilled unless the period between is deemed unreasonable, such as a second request received so soon after the first that it would be impossible for the details to have changed. A subject access/information request should be submitted in writing.