



Data Protection Policy

Ratification date:	February 2024
Review date:	February 2026
Staff member responsible for writing, reviewing & updating	Mrs S J Hopkins
Person responsible for monitoring & implantation of the policy	Mrs S J Hopkins

GENERAL DATA PROTECTION REGULATIONS

General

The school's Data Protection Policy applies to the personal data held by the school's Governing Body which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR).

Fundamental principles – material held by the school

Learners and their parents are entitled to know what is kept on file about the learner (and/or about the parent(s)). All material which contains information or comments about a child, however ephemeral, is data for the purposes of the legislation. This includes memos, notes, learner records, CCTV footage, and emails which hold 'information' about a child.

Data will only be collected and retained for specific purposes and it will only be used for those purposes unless permission to use it for another purpose is sought from and given by the data subject.

Members of staff are agents of the school and information on children created, collected and retained by them in records and/or mark books is data for the purposes of this policy and is not confidential to the teacher concerned.

Medical and matters concerning child protection will be kept in a confidential file.

Only the Executive Headteacher and staff authorised by them may have access to this file.

Provision of information

The school will provide information to persons and bodies prescribed by legislation.

The school will provide on request by a parent any information about their child that is kept on file except where it is impossible to redact information about other learners.

The Executive Headteacher will determine what confidential information will be released to relevant persons permitted to receive this information by law.

No information will be released to third parties except as required by law or where express permission has been granted by the data subject.

Responsible person

- The Executive Headteacher is the 'Data Controller' for the school. They are responsible for: -
implementing any policies issued by the governing body regarding data protection
- ensuring safe and confidential systems are in place in the school
- providing information to bodies entitled to receive information
- providing relevant information about a learner's progress to his/her parents.

Security

- The Executive Headteacher will take necessary precautions to ensure that both electronic and manual files are secure.
- No manual or electronic files will be taken off the premises except in an emergency, or when expressly authorised by the head (or chair of the governing body). This includes information held on personal computers, and portable computing devices, including mobile phones and memory sticks. This list is not inclusive.
- All material taken off site must be carefully secured. Additional instructions regarding this will be issued from time to time.
- The school will not disclose any information which could not be disclosed to the learner him/herself under the data protection legislation.

Equal opportunities monitoring

Information on learners is periodically required by the government or local authorities. This is sensitive personal data, and the information will be kept to a minimum, and as far as possible in an anonymous form.

Marketing material

No information about learners will be provided to marketing companies, unless the person(s) concerned have given explicit permission.

Disclosure requests

Members of staff who receive requests for references or other information about current or past learners at the school must inform the Executive Headteacher before providing the information to ensure that they are acting within the law and official guidance.

Monitoring the use of electronic communications

The school aims not to intrude into the private lives of learners but reserves the right to monitor the use of school computers, video and audio machines, phones and fax machines by learners (and staff) and will keep appropriate records, which can be accessed by learners (and staff) on request to the Executive Headteacher.

Requests for information

All requests for information about learners must go to the Executive Headteacher, who will determine whether it is lawful and appropriate to release the information.

Policy monitoring and review

This policy will be monitored by the governing body through the Executive Headteacher's reports and will be reviewed biennially