Bisham CofE Primary School

Data Protection Policy

Date Published: ___27/2/15___

Review Date: ___1/3/17___

Signature: ________Gordon Anderson________

Frequency of Review: 2 Years

Next Review Due: ____/____/______
Introduction

This policy document outlines the way in which data is used and stored at Bisham C of E Primary School. It has the full agreement of the Governing Body who approved it at their meeting in February 2015. The implementation of this policy is the responsibility of everyone who works at the school and will be monitored by the Interim Headteacher. The effectiveness of the policy will be monitored regularly and it will be reviewed regularly.

Bisham C of E Primary School collects and uses personal information (referred to in the Data Protection Act as personal data) about staff, children, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is registered as a Data Controller, with the Information Commissioners Office (ICO). Details are available on the ICO website.

Bisham C of E Primary School issues a Privacy Notice to all pupils/parents/guardians. This summarizes the information held about children, why it is held and the other organisations to whom it may be passed on to.

Purpose

This policy sets out how Bisham C of E Primary School deals with personal information correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored and whether it is held on paper or electronically.

All school staff and governors involved with the collection, use, processing or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

What is Personal Information/Data?

Personal information or data is information which relates to a living individual who can be identified from that data, or from that data in addition to other information available to them. Personal data includes (but is not limited to) an individual’s, name, address, date of birth, photograph, bank details and other information that identifies them.

Data Protection Principles

The Data Protection Act 1998 establishes eight principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful Purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that
purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
8. not transferred outside the UK without adequate protection.

Commitment

Bisham C of E Primary School is committed to maintaining the above principles at all times. Therefore the school will:

- Inform individuals why personal information is being collected;
- Inform individuals when their information is shared, and why and with whom unless the Data Protection Act provides a reason not to do this;
- Check the accuracy of the information it holds and review it at regular intervals;
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in;
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded;
- Ensure that personal information is not retained longer than it is needed;
- Ensure that when information is destroyed that it is done so appropriately and securely;
- Check the accuracy of the information it holds and review it at regular intervals;
- Ensure that only authorised personnel have access to the personal information;
- Share personal information with others only when it is legally appropriate to do so;
- Comply with the duty to respond to requests for access to personal information, known as Subject Access Requests;
- Ensure that personal information is not transferred outside the EEA without the appropriate safeguards;
- Ensure all staff and governors are aware of and understand these policies and procedures.

Photography in School

For the purposes of this policy, the word “photograph” is used to refer to images in any format, moving or still, recorded on any equipment (for example camera, mobile phone, video recorder).

The Data Protection Act is unlikely to apply in many cases where photographs are taken in school and fear of breaching the Act should not be wrongly used to stop people taking photographs or videos which provide pleasure for many. Photographs taken for official school use may be covered by the Act and children should be advised why they are being taken.

Bisham C of E Primary School operates a system for obtaining blanket consent from parents (guardian/carers) for their child to be included in official school photographs every year, at the same time as other personal pupil data is updated. (OA4 forms).

Permission is requested to use individuals photos on the school website, in the school newsletter, ‘in house’ e.g. for displays, and media coverage for RBWM use and the School and Education
Department nationally.

Permission is also requested to agree to the child being named.

A record of children whose parents have not given consent is kept. This information is put on the class alert forms which are kept at the front of class registers.

Teachers are responsible for ensuring that only pupils whose parents have given permission for them to appear in images are present when a photograph is taken. The school reviews images they have stored and they are deleted once they are no longer needed.

Photos taken purely for personal use are exempt from the Act. **Examples**

**Personal use:**
- A parent takes a photograph of his or her child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply;
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply;
- Official photographs of children are taken for school records and reports. These images are stored electronically with other personal data and the terms of the Act will apply;

**Media use:**
- A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this, and the children and/or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the Act.

**Complaints**
Complaints will be dealt with in accordance with the school’s complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk)

**Review**
This policy will be reviewed every 2 years. The policy review will be undertaken by the Headteacher, or nominated representative.

Updated by: Jane Foster
Interim Headteacher
February 2015