Prendergast Community Primary School

“Believe and Achieve”

Data Protection Policy
A message from Prendergast Community Primary School

At all times this policy will reflect the school’s commitment to our Values and to Restorative Practice which can be found in the document entitled “School Core Principles”.

Counter Terrorism and Security Act 2015
Safety is our primary aim

At Prendergast CP School, we place a significant emphasis upon our PREVENT duty, acutely aware of safeguarding responsibilities related to extremism and radicalisation. Staff have received appropriate training and are aware of protocol and provision. Likewise, the school is mindful of the risks and prevention around forced marriage and honour based abuse.

If any individual suspects potential activity around extremism, radicalisation, forced marriage or honour based crime – they MUST report concerns to the school’s Child Protection/Safeguarding Lead – Mrs D Davies, Headteacher, or in her absence Mrs J Dunlop, Deputy Headteacher, or a member of the SSIF team.

Data Protection Policy

The Data Protection Act 1998 is the law that protects personal privacy and upholds individual’s rights. It applies to anyone who handles or has access to people’s personal data.

The purpose of this policy is to ensure that all personal information is properly and securely dealt with and in accordance with the Data Protection Act 1998. This will apply regardless of the way the information is held, be that in paper form or electronic means.

1. What the policy covers:

Personal information is any information that relates to a living person who can be identified using such information. This includes:

- Expression of opinion
- Intentions
- Photographs
- Video clips – including CCTV
- Sound recordings

Schools collect large amounts of information over the year such as:

- Relevant staff records
- Names and addresses of pupils – past and present
- Names and addresses of families requesting school prospectus
- Test results
- References
- Data collected for research, comparison purposes
Information to comply with statutory obligations for
  o Local Authority
  o Welsh Government
  o Other bodies

2. Data protection principles

Data must be processed fairly and lawfully
Personal data shall be obtained only for one or more specific and lawful purposes
Personal data shall be accurate and where necessary kept up to date
Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose
Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act
Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
Personal data shall not be transferred to a country outside the EEA (European Economic Area – currently 28 countries), unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

3. The School’s Responsibilities

The school must:
  - Manage and process personal data properly
  - Protect the individual’s right to privacy
  - Provide an individual with access to all personal data held on them

The school has a legal responsibility to comply with the Act. The school, as a corporate body, is named as the Data Controller under the Act

Data Controllers are people or organisations who hold and use personal information. They decide how and why the information is used and have a responsibility to establish workplace practices and policies that are in line with the Act.

The school is required to ‘notify’ the Information Commissioner of the processing of personal data. This information will be included in a public register which is available on the Information Commissioner’s website at the following link: http://www.ico.gov.uk/what_we_cover/promoting_dataPrivacy/keeping_the_register.aspx

Every member of staff that holds personal information has to comply with the Act when managing that information

The school is committed to maintaining the eight principles at all times. This means that the school will:
- Inform Data subjects why they need their personal information, how they will use it and with whom it may be shared. This is known as a Privacy Notice.
- Check the quality and accuracy of the information held
- Apply the records management policies and procedures to ensure that information is not held longer than is necessary
- Ensure that when information is authorised for disposal it is done appropriately
- Ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
- Only share personal information with others when it is necessary and legally appropriate to do so
- Set out clear procedures for responding to requests for access to personal information known as subject access in the Data Protection Act (a reference to this is in the CCTV System Policy)
- Train all staff so that they are aware of their responsibilities and of the school’s relevant policies and procedures

This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998.

For further information and detailed guidance on a range of topics including individuals' rights, exemptions from the Act, dealing with subject access requests etc go to [www.ico.gov.uk](http://www.ico.gov.uk).
Also on this site, as a useful resource, is a document entitled ‘Guide to Data Protection’.

For help or advice on data protection or freedom of information issues our Local Authority contact is:

Rachel Powell
Data Protection and Complaints Officer
01437 775503

Email: rachel.powell@pembrokeshire.gov.uk