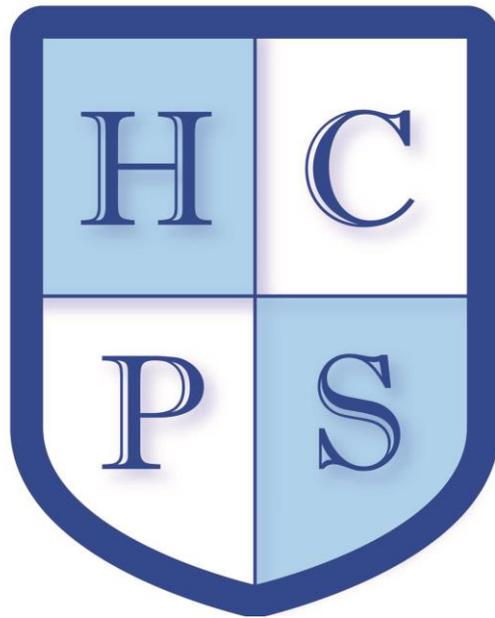


# Hunslet Carr Primary School



Data Protection

**High expectations  
Caring  
Positive attitude  
Successful**

Policy reviewed: June 2016

Next review: June 2018

*High expectations, Caring, Positive Attitudes and Successful*

## **STRENGTHS OF OUR SCHOOL**



### **The Children**

- Are well behaved, calm and polite
- Are engaged, positive and resilient
- Are supportive and helpful towards others
- Have an input on important decisions
- Have a sense of belonging

### **The Community**

- School supports the whole family not just the child
- Recognises the importance of attendance
- Spreads our growing reputation as a good school
- Helps celebrate the children's achievements
- Supports the school on improving behaviour

### **The Curriculum**

- Is a fun curriculum that is engaging
- Maintains a strong focus on the basic skills
- Is enriched through extra-curricular activities
- Supports our most vulnerable children
- Provides a rich variety of experiences & opportunities

### **The Staff**

- Develop nurturing relationships with children
- Provide good quality teaching and learning
- Support one another to help the children
- Are consistent in how they treat children
- Identify children's SEN needs early

## THE CURRICULUM WE HOPE TO PROVIDE



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### **Skills**

Fluent and confident in Reading, Writing and Maths  
Communicate with confidence  
ICT skills fit for the future  
Life skills – social, money, time, cooking  
Safety skills – Swimming, healthy choices  
Problem solving skills – Patience & Resilience

### **Attitudes**

Confident, proud and independent  
The believe that 'Impossible is Nothing'  
Understand and celebrate a range of cultures  
Take responsibility for themselves & others  
Be honest and learn from their mistakes  
Respectful, caring and helpful

### **Experiences**

To have 1<sup>st</sup> hand experiences of...  
Going away on a residential trip  
Visiting a range of places of worship  
A chance to look after an animal  
Relevant trips to theatres/farms/beaches  
Taking part in public performances  
Work experiences & further education

### **Knowledge**

High school ready English & maths  
To know about local places of interest  
To know where we are in the world  
Life skills – money, time, cooking  
Information about possible careers  
To know major historical facts  
To know their own strengths

## **Purpose of the policy**

This policy enables all people connected with Hunslet Carr Primary School their overall responsibility for ensuring that records are maintained, including security and access arrangements, in accordance with Education Regulations and all other statutory provisions.

### **1. Adoption**

The school governors at their meeting on **6<sup>th</sup> October 2015** adopted this policy. This is reviewed annually.

### **2. Policy Statement – Data Protection**

The Governing Body of Hunslet Carr Primary School has 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 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.

General information about the Data Protection Act can be obtained from the Data Protection Commissioner (Information Line 01625 545 745, website [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)).

### **Fair obtaining and processing**

Hunslet Carr Primary School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects' right of access.

Information about the use of personal data is printed on the appropriate collection form. If details are given verbally, the person collecting will explain the issues before obtaining the information.

- "processing" means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.
- "data subject" means an individual who is the subject of personal data or the person to whom the information relates.
- "personal data" means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.
- "parent" has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a child.

### **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.

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.
  
- 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 school business manager 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 parent, the school's policy is that:

- 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 (eg 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 agent) or the type of data requested, the date of entry in the log will be date on which sufficient information has been provided.

Note: In the case of any written request from a parent regarding their own child's record, access to the record will be provided within 15 school dates in accordance with the current Education (Pupil Information) Regulations.

### **Authorised disclosures**

The School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the School's authorised officers (HT and Inclusion Team) may need to disclose data without explicit consent for that occasion. These circumstances are strictly limited to:

- Pupil data disclosed to authorised recipients related to education and administration necessary for the school to perform its statutory duties and obligations.
- Pupil data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the school.
- Staff data disclosed to relevant authorities eg in respect of payroll and administrative matters.
- Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the school. Officers and IT personnel writing on behalf of the LEA are IT liaison/data processing officers, for example in the LEA, are contractually bound not to disclose personal data. Only authorised and trained staff are allowed to make external disclosures of personal data.

Data used within the school by administrative staff, teachers and welfare officers will only be made available where the person requesting the information is a professional legitimately working within the school who need to know the information in order to do their work.

The school will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of child abuse.

A "legal disclosure" is the release of personal information from the computer to someone who requires the information to do his or her job within or for the school, provided that the purpose of that information has been registered.

An "illegal disclosure" is the release of information to someone who does not need it, or has no right to it, or one which falls outside the School's registered purposes.

### **Data and computer security**

Hunslet Carr Primary School undertakes to ensure security of personal data by the following general methods:

- All sensitive data is secured in a locked cupboard or filing cabinet.
- All computers are password protected.
- Access to 'SIMS' online data collection is password protected.
- No sensitive data is left unattended without being locked out of sight.

## **Physical security**

Appropriate building security measures are in place, such as alarms and door locks,

Disks, tapes and printouts are locked away securely when not in use.

Visitors to the school are required to sign in and out, to wear identification badges 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 (ie security copies are taken) regularly.

Procedural security In order to be given authorised access to the computer, staff will have to undergo checks and will sign an acceptable use policy (appendix of e-safety policy).

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 governing body 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. T

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.

Reviewed June 16

Next Review June 18