



St. Michael's CE Primary School



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Our five core Christian values

Trust, Honesty, Compassion, Respect and Kindness

are centred on **'Do to others as you would like them to do to you.'(Luke 6:13)**

Through these values we inspire children to be the best they can be. Encouraging high aspirations and expectations that will allow them to achieve, explore, succeed and prepare for their own path through life.

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Website state-funded : www.stmichaelslyme.dorset.sch.uk

Data Protection

Policy Date: September 2024

Review Date: September 2025

School Data Protection Policy

St Michael's CE Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Fair Processing Notice to all pupils/parents, this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times. Personal data shall be:

1. Processed fairly and lawfully;
2. Obtained only for one or more specified and lawful purposes;
3. Adequate, relevant and not excessive;
4. Accurate and where necessary, kept up to date;
5. Not be kept for longer than is necessary for that purpose or those purposes;
6. Processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Kept secure i.e. protected by an appropriate degree of security;
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

General Statement

The school is committed to maintaining the above principles at all times. Therefore the school will:

Inform individuals why the information is being collected when it is collected

Inform individuals when their information is shared, and why and with whom it was shared

Check the quality and the accuracy of the information it holds

Ensure that information is not retained for longer than is necessary

Ensure that when obsolete information is destroyed that it is done so appropriately and securely

Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded

Share information with others only when it is legally appropriate to do so

Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests

Ensure our staff are aware of and understand our policies and procedures

Complaints

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Headteacher, or nominated representative.

Contacts

If you have any enquires in relation to this policy, please contact the School Office who will also act as the contact point for any subject access requests.

Further advice and information is available from the Information Commissioner's Office, www.ico.gov.uk or telephone 01625 545745 3