



**St Peter's Catholic Primary School, Waterlooville
Data Protection Policy**

Control Box

Version	2	Date/Effective from	21 st June 2015
Author	James Rowe	Review Date	June 2018
Committee	Teaching and Learning	Responsibility	Full Board of Governors
Associated Policies, Documents, Agencies: Freedom of Information Checklist and Procedure			

Introduction

St. Peter's Catholic Primary school is registered as a Data Controller, with the Information Commissioner's Office (ICO). Details are available on the ICO website.

The School collects and uses personal information (referred to in the Data Protection Act as "Personal Data") about staff, pupils, 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, e.g. referral to other healthcare of education agency e.g. Educational Psychology Team, School Nursing Team, DBS checking service. In addition, the school is required by law to collect, use and share certain information.

The School issues a Privacy Notice to all pupils/parents, on entry, this summarises the information held on pupils, why it is held and the other organisations to whom it may be passed on to.

Scope

This policy states how the School deals with personal information 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.

Definition

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 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;

'To walk hand in hand with God, loving Him, loving each other and loving ourselves, doing our best with the gifts He gave us to make the world a richer place.'

5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose;
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 protected by an appropriate degree of security;
8. Personal data shall 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.

Commitment

The 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 information held and review it at regular intervals;
- ensure only authorised personnel have access to personal information whatever medium (paper or electronic) it is stored in;
- ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format or medium in which it is recorded;
- ensure that personal information is retained no longer than is necessary;
- ensure when information is destroyed it is done appropriately and securely;
- share personal information with others only when legally appropriate to do so;
- comply with the duty to respond to requests for access to personal information, known as Subject Access Requests;
- ensure 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.

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