



DATA PROTECTION SCHOOL POLICY

INTRODUCTION

Wentworth Church of England Junior and Infant School recognises and complies with, its responsibilities as set out in the Data protection Act 1998 and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful. The school also acts in accordance with the information and guidance displayed on the Information Commissioner's website.

LEGISLATION

This legislation also links in with the schools:

- Freedom of Information Policy
- ICT Policy
- E-Safety Policy
- Acceptable internet use policy

DATA PROTECTION ACT 1998

The Data Protection Act was introduced in 1984. It consisted of brief, basic rules that gave individuals the right to know about any information that was stored and held about them. In 1998 the act was revised and superseded. The revised act went more in-depth and expanded on the original rules, including covering the provisions for holding paper records and not just electronically stored data. The act has eight key principles that ensure personal data is:

Fairly and lawfully processed

To lawfully process information at least one of the conditions in Schedule 2 of the act must be met and in the case of sensitive data being processed one of the conditions in Schedule 3 must also be met.

Processed for limited purposes

Information held or obtained will only be used for the purpose of the business, and should not be passed on to third party companies, for example, names and addresses should remain secure.

DATA PROTECTION POLICY

- **Adequate, relevant and not excessive**

The data that is held on an Individual should not be excessive and should always be relevant to the purpose.

- **Accurate and up to date**

All personal data should be kept up to date and accurate.

- **Not kept for longer than is necessary**

Personal data should not be held longer than necessary, for example unsuccessful job application forms.

- **Processed in line with the individuals rights**

This principle also covers the right for an Individual to access data that is recorded about them.

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL

- **Secure**

All individuals' data must be stored securely to safeguard against any unauthorised access.

- **Not transferred to other countries without adequate protection**

Individuals data should not be transferred to other countries, not all countries are governed by the Data Protection Act. Companies must comply with The Data Protection Act or could risk being prosecuted.

MAIN PROVISIONS

The school is registered with the Information Commissioners Office as a Data Controller and as such must supply certain information to the ICO. Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use, together with any possible disclosures of the information that may be made.

The school will ensure that:

- personal data will be stored safely and securely
- electronic data will be password protected and firewall systems will be used

DATA PROTECTION POLICY

- admin computers will be positioned so that screens are not visible to people waiting in reception or casual observers in the office
- PCs will be 'locked' when the employee is away from their workstation
- manual data is stored in locked cupboards and only accessed by those who have a legitimate reason for doing so
- Personal data is secure at all times.

The school will issue regular reminders to parents and legal carers to ensure that data is up to date and accurate. The school must allow the data subject to exercise his / her rights and have right of access to their personal information, what is held, how it is processed, to whom it is disclosed and to be told of the logic behind automated decisions.

Policy Agreed by: Governing Body

Effective Date 2014

This policy was reviewed December 2016. Next review, December 2018.