

## ST GEORGE'S CATHOLIC SCHOOL DATA PROTECTION POLICY

### Introduction

The School needs to keep certain information about our pupils, staff and other users to allow us, for example to monitor performance/achievement, Human Resource or safeguarding reasons.

The school will comply with the Data Protection Principles which are set out in the Data Protection Act 1998<sup>1</sup>.

### The Data Controller and the Designated Data Controllers

The School, as a body, is the Data Controller, and the Governors are therefore ultimately responsible for implementation.

The School has identified its Designated Data Controllers who will deal with day to day matters as: The Headteacher, Assistant Headteachers, and the senior administrator.

### Responsibilities of the School

The school is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors. This implies that:

- a) all systems that involve personal data or confidential information will be examined to see that they meet the Data Protection Principles and Information Security guidelines
- b) the school will inform all users about their rights regarding data protection
- c) the school will provide training to ensure that staff know their responsibilities
- d) the school will monitor its Data Protection and information security processes on a regular basis, changing practices if necessary.

### Responsibilities of Staff

All staff are responsible for checking that any information that they provide to the School in connection with their employment is accurate and up to date.

All staff are also responsible for ensuring that any personal data they use in the process of completing their role:

- a) is not in the view of others when being used
- b) is kept securely in a locked filing cabinet or drawer when not being used
- c) be password protected both on a local hard drive and on a network drive that is regularly backed up
- d) if kept on a laptop, usb memory sticks or other removable storage media, is password protected and encrypted. The device must be kept in a locked filing cabinet, drawer, or safe when not in use. The data held on these devices must be backed up regularly
- e) is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Staff should note that unauthorised disclosure or transgression of the above statements will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

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<sup>1</sup> <https://www.gov.uk/data-protection/the-data-protection-act>

### **Responsibilities of Parents/Guardians**

The school will inform the Parents/Guardians of the importance and how to make any changes to personal data. This includes an annual data collection sheet which will be issued annually and the collection recorded.

Other permissions will also be sought in regards to matters such as the use of images and use of names in publicity materials on induction, annually or when required. The returns to these permissions will be recorded and exemptions communicated to staff.

### **Rights to Access Information**

All staff, parents and other users are entitled to:

- a) know what information the School holds and processes about them
- b) know how to gain access to view the data
- c) know how to keep it up to date
- d) know what the School is doing to comply with its obligations under the Act.

The School will place on its website a Fair Processing/Privacy Notice regarding the personal data held about them and the reasons for which it is processed.

All staff, parents and other users have a right to ask to view personal data being kept about them or their child. Any person who wishes to exercise this right should make a request in writing and submit it to the Headteacher.

The School aims to comply with requests for access to personal information as quickly as possible and in compliance with advice from the Information Commissioner's Office and other professional agencies. They may be an administration charge which will be stated once the enquiry is made.

There is a separate policy for the processing of Freedom of Information requests.

### **Reporting incidents**

Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the Head Teacher, in the first instance.

### **Monitoring and Evaluation**

This policy will be monitored and reviewed in line with the school's policy review procedure.

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The policy was approved by Governing body on: 30.11.16\_\_\_\_\_

Signature of Chair of Governors: Helen Mac Connell\_\_\_\_\_

The next review date is: Nov 2018\_\_\_\_\_