



# **Data Protection Policy**

**Policy review Date**  
**Date of next Review**  
**Who reviewed this policy?**  
**Date approved by Governing body**  
**Headteacher**  
**Chair of Governors**

May 2017  
May 2019  
Head Teacher & Governing Body  
May 2017  
Mrs Georgina Delmonte  
Mr Brian Davy

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

## Introduction

The Data Protection Act 1998 came into force on 1st March 2000. It sets out what can and what cannot be done with personal data which is information about living individuals. Hilldene Primary School is placed under a legal obligation to comply with the provisions of this Act. Schools have a duty to be registered as Data Controllers with the Information Commissioner's Office (ICO) detailing the information held and its use.

## Commitment to the Protection of Personal Information

Hilldene Primary School needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include pupils, parents, guardians, staff, governors, suppliers and others with whom it communicates. In addition, it is required by law to collect and use certain types of information to comply with the requirements of government departments.

This personal information must be dealt with properly and securely regardless of what method is used for collection, recording or use – whether this is paper, a computer system or any other material. There are safeguards to ensure that the processing of such information is carried out in a proper fashion and these are contained in the Act.

This policy does not seek to convey the whole legislation to its readers, rather to acquaint them with the main provisions and to demonstrate that Hilldene Primary School has a commitment to those provisions.

Hilldene Primary School regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions and to maintaining confidence between those with whom we deal and ourselves. We ensure that our school treats personal information lawfully and fairly.

## Our data protection standards

Hilldene Primary School will, through appropriate management and adherence to agreed procedures:

- Observe fully the conditions relating to the fair collection and lawful use of personal information
- Meets its legal obligations to specify the purposes for which the information is used
- Collect and process appropriate information but only that which is necessary to its operational needs or meet its legal requirements.
- Ensure the quality of information used; we will ask people to help us to achieve this by keeping us informed of any changes to the information we hold about them
- Apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity
- Ensure that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong
- Take appropriate technical and organisational measures to safeguard personal information

## **Management Arrangements**

Hilldene Primary school will ensure that:

- The Headteacher holds specific responsibility for data protection within the school
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Anyone wanting to make enquiries about handling personal information knows what to do
- Queries about handling personal information are dealt with promptly and courteously
- Methods of handling personal information are regularly assessed and evaluated
- Records of personal information will not be kept for longer than is necessary and will follow the guidance on records retention issued by the Local Authority.

## **Telling Staff/Parents How We Use Data in Our School**

Hilldene Primary School has a fair processing notice that is shared with staff/ parents when they join our school. This is attached at the end of this policy.

## Fair Processing Notice Data the School holds about pupils

### Privacy Notice – Data Protection Act 1998

Hilldene Primary School is a Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school/setting. We hold this personal data and use it to:-

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing

Information that we hold includes your contact details, national curriculum assessment results, attendance information (attendance information is not collected for pupils under 5 at Early Years Settings or Maintained schools) and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We are required, by law, to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

If you want to receive a copy of the information about you that we hold or share, please contact the school office.

If you require more information about the LA and/or DfE store and use this data please go to the following websites:

London Borough of Havering:

<http://www.havering.gov.uk/Pages/Privacy-notice.aspx> and

What the department (DfE) does with pupils and children's data:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-children's-data>

Who the department (DfE) passes pupil data to:

[http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/data management/privacynotices/a0064391/who-the-department-passes-pupil-data-to](http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/data%20management/privacynotices/a0064391/who-the-department-passes-pupil-data-to)

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

London Borough of Havering Council  
Social Care and Learning  
Performance and Policy  
Mercury House  
Mercury Gardens  
Romford, RM1 3SL  
Website: [www.havering.gov.uk](http://www.havering.gov.uk)  
Email: [simon.jolley@havering.gov.uk](mailto:simon.jolley@havering.gov.uk)  
Telephone: 01708 433887

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)

**PRIVACY NOTICE**  
**for the school workforce employed or otherwise engaged to work at a school or the Local Authority.**

**Privacy Notice – Data Protection Act 1998**

We, Hilldene Primary School, are the Data Controller for the purposes of the Data Protection Act. Personal data is held by the school about those employed or otherwise engaged to work at the school or LA. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body.

This personal data includes some or all of the following:

- Identifiers such as name and National Insurance Number
- Characteristics such as ethnic group
- Employment contract and remuneration details
- Qualifications
- Absence information

**We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.**

We are required to pass on some of this data to:

- the LA
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

London Borough of Havering:

<http://www.havering.gov.uk/Pages/Privacy-notices.aspx><sup>1</sup>

What the department (DfE) does with school workforce data:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy-notices/a0077963/what-the-department-does-with-school-workforce-data>

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Email: [simon.jolley@havering.gov.uk](mailto:simon.jolley@havering.gov.uk)  
Telephone: 01708 433887

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
LONDON SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288