

## Our School Values

Resilience

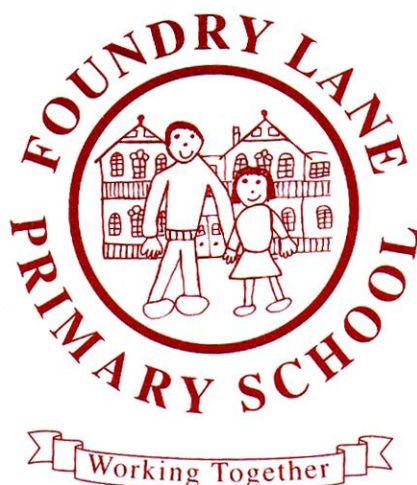
Creativity

Kindness

Community

Critical Thinking

Independence



# Data Protection Policy

If you would like to see a signed copy of this policy or speak to a member of staff about its contents, please contact the School on 02380 774814 or at [info@foundrylaneprimary.co.uk](mailto:info@foundrylaneprimary.co.uk)

This policy was adopted in: 2023

This policy is to be next reviewed in: March 2024

This policy will be reviewed by: Resources Committee

The Senior Leader responsible for the monitoring of this policy is : Headteacher

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

### Our Vision

*Our inclusive environment acknowledges and respects children from diverse families and cultural backgrounds where everyone feels they belong. We provide a rich and engaging school experience through inspiring, motivating and challenging our pupils to believe in themselves and to raise and expand their aspirations.*

<b>Content</b>	<b>Page Number</b>
Intent	3
How Data is Used	3
What Data is Collected	3
Data Collection Principles	4

## 1. Intent

This policy statement covers the uses of personal information about past and prospective staff, pupils, parents and other individuals who come into contact with the school. 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.

Personal data may be collected and used in order to meet legal requirements and legitimate interests set out in Data Protection Legislation, namely:

- (the General Data Protection Regulation ((Regulation (EU) 2016/679);
- the Law Enforcement Directive (Directive (EU) 2016/680):
- the Data Protection Act 2018 (subject to Royal Assent) to the extent that it relates to processing of personal data and privacy; and
- all applicable law about the processing of personal data and privacy.

The information is collected, used and stored to enable the provision of education and other associated functions. In addition, it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of government. The personal information will be dealt with in line with the Data Protection Legislation regardless of the way that it has been collected, recorded and used.

## 2. How data is used

Foundry Lane Primary School is registered as a Data Controller, with the Information Commissioner's Office (ICO), and its registration number is Z653739X Details are available on the ICO website: <https://ico.org.uk/esdwebpages/search>

The personal data that is collected and stored is used for the following reasons:

- To support pupil learning.
- To monitor and report on pupil progress.
- To provide appropriate pastoral care.
- To assess the quality of our service.
- To comply with the law regarding data sharing.
- To safeguard pupils.

## 3. What data is collected?

All data within the school's control shall be identified as personal, sensitive, or both, to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

Data Protection Legislation applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. Data Protection Legislation refers to sensitive personal data as "special categories of personal data". The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual.

The information collected includes contact details, national curriculum assessment results, attendance information and personal characteristics, such as ethnicity, any special educational needs, and relevant medical information.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Academic progress / assessment data
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

Our school regards the lawful and correct treatment of personal information as very important to the successful operation maintenance of confidence between individuals and ourselves. We ensure that personal information is treated lawfully and correctly.

To this end we fully endorse and adhere to the six principles of data protection, as detailed in Data Protection Legislation.

#### **4. Data Collection Principles**

Under Data Protection Legislation, there are 6 data protection principles that set out the main responsibilities for organisations, including schools.

Personal data shall be:

- **Principle 1-** Processed lawfully, fairly and in a transparent manner in relation to individuals.
- **Principle 2-** Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- **Principle 3-** Adequate, Relevant and limited to what is necessary.
- **Principle 4-** Accurate and where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- **Principle 5-** Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- **Principle 6-** Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing.

As the data controller, the school is responsible for, and must be able to demonstrate compliance with these principles.

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

- Observe fully the conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.

- Collect and process the appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Ensure the quality of information used is accurate and kept up to date
- Apply strict checks to determine the retention periods of information held
- Guarantee the rights of people about whom information is held can be fully exercised under Data Protection Legislation (these include the right to be informed that processing is being undertaken); ensure the public have the right of access to personal records held about them.
- Ensure individuals have the right to access one's personal information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong information.
- Ensure that for all personal data, appropriate security measures are taken, both technically & organisationally, to protect against damage, loss or abuse.
- Ensure that personal information is not transferred abroad without suitable safeguards.
- Adopt the key principles of BS7799 – the British Standard on Information Security Management.
- Regularly review this policy and safeguards that relate to it annually, to ensure that the contents are still relevant, efficient and effective.
- Ensure CCTV systems are used in compliance with Data Protection Legislation.
- Adhere to the duty of confidence.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice and are appropriately trained to do so.
- Queries about handling personal information are promptly and courteously dealt with.