

# LYONSDOWN WHOLE SCHOOL, INCLUDING EYFS AND BREAKFAST CLUB, DATA PROTECTION POLICY

The Governors and staff of Lyonsdown School believe that the School should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child. Whilst no longer a requirement, the school recognises the importance of the key elements for Every Child Matters: Change for Children and the outcomes outlined within it to help children achieve more. DfE (2013).

To be Healthy

To Stay Safe

To Enjoy and Achieve

To Make a Positive Contribution

To Achieve Economic Well-being

Lyonsdown School is registered as a Data User and a Data Bureau, as defined by the Data Protection Act 1998, and as a processor and holder of personal data.

The Act requires that eight data protection principles be followed in the handling of personal data. These are that personal data must:

- be fairly and lawfully processed
- be processed for limited purposes and not in any manner incompatible with those purposes
- be adequate, relevant and not excessive
- be accurate
- not be kept for longer than is necessary
- be processed in accordance with individuals' rights
- be secure, and
- not be transferred to countries without adequate protection.

It is also particularly important that data is kept up to date.

No Governor or member of staff may hold or enter into any of the School's computers (other than as required by their duties) any personal data, whatsoever about either themselves or any other person other than as expressly required by their duties. This applies to personal computers, word processors and to the International Electronic-Mail system. If any members of staff is in any doubt concerning this provision, they must raise the query with the ICT Co-ordinator, the Bursar or the Head.

The Data Protection Act 1998 was designed to protect individuals whose personal data is held on computer files or databases. The School endeavours in every way to comply with the requirement of the Act and expects Governors and members of staff to comply accordingly. In compliance with the Act the School:

has registered the reason for holding all data with the data registration authorities

will maintain security and confidentiality of all data relating to individuals

acknowledges an employee's right to know what data is held concerning him/her and recognises his/her right to reasonable access to that data.

expects employees to ensure that any personal data so held is updated and maintained accurately by notifying their establishment of changes in a timely manner

requires employees to avoid unauthorised disclosure of data relating to individuals.

It is important that staff understand the confidentiality of records kept about other staff and children in school. Access to such data is only available to those who have a right or a professional need to see them. Staff at Lyonsdown are made aware of the importance of such confidentiality and reminded regularly about this at staff meetings. All records are kept in locked files in the office.

Parents and or carers have the right to access all records kept about their child, provided that no relevant exemptions apply to their disclosure under the data protection act. Records of children leaving Lyonsdown are kept for at least three years before being shredded.

If any Governor or member of staff has reason to believe that the above policy is not being adopted, they should refer the matter to the School's nominated Data Protection Officer, the Bursar.

Please also refer to ICT Acceptable Use Policy.

Reviewed in line with current legislation

Ratification responsibility of the Legal Sub-Committee – Autumn if amended

## **Fair processing notice for parents**

### **LYONSDOWN SCHOOL** **DATA PROTECTION ACT**

Schools hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. It is also particularly important that data is kept up to date.

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- be secure
- and not be transferred to countries without adequate protection

The School holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the School as a whole is doing. This information includes contact details, National Curriculum and other standard assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

In order to administer the National Curriculum tests the School is required to pass on some of this data to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

QCA uses information about pupils to administer the National Curriculum tests and assessments for Key Stage 1 and 2. The results of these are passed on to DCES in order to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If anyone wishes to access the personal data held about their child, this can be done through a subject access request. This is a formal procedure which is started in the first instance by contacting the School Bursar or Head. If anyone believes QCA holds personal data then the data protection officer for these organisation should be contacted to initiate a subject access request process.

Please also refer to Acceptable Use Policy ICT sent to all parents as they join the school.