

LANGTOFT PRIMARY SCHOOL

Policy for Data Protection

1. Introduction

- 1.1 The Data Protection Act 1998 (DPA1998) is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data.
- 1.2 Personal information is any information that relates to a living individual who can be identified from the information. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video recordings or as sound recordings.
- 1.3 This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the DPA1998. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

2. Rationale

- 2.1 Langtoft Primary School collects personal data every year including: staff records, names and contact details of those seeking to admit a child to the school, assessment results, references, money collection. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

2.2 Data Protection Principles

Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- i. used fairly and lawfully
- ii. used for limited, specifically stated purposes
- iii. used in a way that is adequate, relevant and not excessive
- iv. accurate
- v. kept for no longer than is absolutely necessary
- vi. handled according to people's data protection rights
- vii. kept safe and secure
- viii. not transferred outside the [European Economic Area](#) without adequate protection

- 2.3 There is stronger legal protection for more sensitive information, such as: ethnic background, political opinions, religious beliefs, health, sexual health, criminal records

3. Responsibilities

3.1 Langtoft Primary School has a legal responsibility to comply with the DPA1998. As a result, it must:

- Manage and process personal data properly
- protect the individual's right to privacy
- provide an individual with a copy of the information held on them.

3.2 Every member of staff that holds personal information has to comply with the DPA1998 when managing that information. Langtoft Primary School is committed to maintaining the Data Protection Principles at all times. This means that the School will:

- Check the quality and accuracy of the information held
- apply the records management policies and procedures to ensure that information is not held longer than is necessary
- ensure that when information is authorised for disposal it is done appropriately
- ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
- only share personal information with others when it is necessary and legally appropriate to do so
- set out clear procedures for responding to requests for access to personal information known as subject access in the DPA1998
- train all staff so that they are aware of their responsibilities and of the School's relevant policies and procedures.

4. Further Information and Policy Review

4.1 This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998.

4.2 The government's own website provides further information and links:

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

4.3 The Information Controller's Office (found at www.ico.org.uk) provides further detailed guidance on a range of topics including individuals' rights, exemptions from the DPA1998, dealing with access requests, how to handle requests from third parties for personal data to be disclosed. Our school is not found on the Register of Data Controllers because it is a not-for-profit organisation and does not use CCTV for crime prevention.

4.4 This policy is to be reviewed by the *People, Finance and Premises Committee* in October 2018 or sooner if changes to the Data Protection Act 1998 are made.