



Fellowship, Courage and Creativity

Policy Title: Data Protection Policy

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Ownership: FGB (to include Data Protection Officer)

Policy Type: Statutory

Signed \_\_\_\_\_ (Headteacher)

\_\_\_\_\_ (Chair of Governors)

This policy can also be made available in approved formats as listed in the Policies File, on request to the School Office.

## **Introduction**

At Whitewater C of E Primary School we need to hold appropriate personal data about our pupils, parents, staff and other individuals who come into contact with the school.

Personal data is primarily collected to enable the provision of education (and other associated functions), and to support the safeguarding of children at the school. Occasionally we may be required by law to collect, use and share certain information in line with appropriate legislation or guidance from suitably qualified bodies.

We are committed to being transparent about how we collect and use personal data relating to our pupils, parents and staff and in fulfilling our data protection obligations (as per General Data Protection Regulation “GDPR”).

Key information can be found in our Privacy Notices (also known as Fair Processing Notices) issued to pupils, parents and staff which summarises:

- why we collect personal data
- what sort of data we collect
- when we may share personal data
- the retention mechanism and duration of collected data
- an individual’s rights on their personal data.

The school does not store Biometric data and therefore are exempt from requiring a separate policy on Biometrics.

The school is the Data Controller and has a Data Protection Officer, contactable via the School Office.

## **Purpose**

The purpose of this policy is to explain how we deal with personal information correctly and securely (in accordance with GDPR and other related legislation). This policy applies to all personal information at Whitewater C of E School regardless of how it is collected, used, recorded and stored and whether it is held on paper or electronically.

## **What is Personal Data?**

- Personal data means any information relating to an identified or identifiable individual.
- An identifiable individual is one who can be identified, directly or indirectly by reference to details such as a name, an identification number, location data, an online identifier or by their physical, physiological, genetic, mental, economic, cultural or social identity.

- Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that may identify them.

### **Data Protection Principles**

We are committed to complying with the GDPR principles to ensure that any Personal Data is:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (subject to any exceptions for specific archiving purposes if required);
- adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive;
- accurate and where necessary, refreshed to keep the data held up to date;
- kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal.

### **Our Responsibilities**

The school is committed to maintaining the principles and duties in the GDPR and acknowledging our General Duty of accountability for Personal Data, and will:

- inform individuals of the identity and contact details of the Data Controller and Data Protection Officer;
- let individuals know the reason why personal information is being collected and the basis for this;
- inform individuals when their information is shared, and why and with whom unless the GDPR or other appropriate legislation provides a reason not to do this;
- ensure that personal data is not transferred outside the European Economic Area without the appropriate safeguards and unless that country or territory ensures an adequate level of data protection;
- in instances where the school plans to transfer personal data outside the EEA, inform individuals and provide them with details of where they can obtain details of the safeguards for that data;

- tell individuals what their data subject rights are;
- inform individuals that they may withdraw consent (where relevant) and that if consent is withdrawn that the school will cease processing their data although that will not affect the legality of data processed up until that point;
- provide details of the length of time an individual's data will be kept;
- inform the individual and, where appropriate, seek consent in instances where it is necessary to use an individual's personal data for a different reason to that for which it was originally collected;
- check the accuracy of the information it holds and review it at regular intervals;
- ensure that only authorised personnel have access to the personal data irrespective of the storage medium;
- ensure that clear and robust safeguards are in place to check that personal data is kept securely and to protect personal data from loss, theft or any other unauthorised disclosure, irrespective of the format in which it is recorded;
- ensure that personal data is not retained longer than it is needed;
- ensure that when personal data is destroyed that it is done so appropriately and securely;
- share personal data with others only when it is legally appropriate to do so;
- comply with the duty to respond to requests for access to personal data (known as Subject Access Requests);
- ensure that all staff and governors are aware of and understand this policy and any associated procedures.

### **Further Support**

- If you have any questions regarding this policy please contact the school office.
- If you have a specific complaint relating to how the school is handling of personal data, please see our Complaints Policy, available on our website, for information on how manage complaints or for external support please contact the Information Commissioner at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk)