



St Adrian's Catholic Primary School

Data Protection Policy

'To learn, to love, to live as a community of God with Christ as our teacher'



Policy Purpose

This policy lays out how St Adrian's school deals with personal data and information, in accordance with the Data Protection Act 1998 and other related legislation. The policy will apply to personal data and information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of the medium of data storage.

All school staff and governors involved with the collection, processing and disclosure of personal information and data are aware of their duties and responsibilities, and will adhere to this policy.

What is 'Personal Data'?

'Personal data' is any data which relates to a living individual who can be identified from that data, or from that data and other information which is in the possession of, or is likely to come into the possession of, the school. It includes any expression of opinion about the individual and any indication of the intentions of the school or any other person in respect of the individual. Personal data includes information such as an individual's name, home address, telephone number, date of birth and bank details.

'Sensitive personal data' is personal data consisting of information that could be used in a discriminatory way, and is likely to be of a private nature. This includes, for example, an individual's physical or mental health details, and racial or ethnic origin. Such information needs to be treated with greater care than other personal data.

By law, individuals or organisations who, either alone or jointly or in common with other persons, determine the purposes for which and the manner in which any personal data is, or is to be, processed, need to be registered as a data controller. St Adrian's school is registered as a data controller with the UK Information Commissioner's Office (ICO) under reference Z6197584.

Data Protection Responsibilities

The Data Protection Act 1998 lists eight enforceable principles that the school must adhere to at all times in its role as data controller:

- (1) Personal data shall be processed fairly and lawfully and, in particular, shall not be processed, unless specified conditions are met.
- (2) Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- (3) Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- (4) Personal data shall be accurate and, where necessary, kept up-to-date.
- (5) Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- (6) Personal data shall be processed in accordance with the rights of data subjects under the Act.



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- (7) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- (8) Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory satisfies the requirements within the Act.

The school actively commits to its responsibility and will:

- Publish a 'Privacy Notice' (see Appendix A).
- Inform individuals why their personal data is being collected.
- Inform individuals when their personal data is shared, and why and with whom, unless the Data Protection Act provides a reason not to do this.
- Regularly review the scope, quality and accuracy of personal data being collected and processed.
- Process and transfer personal data in accordance with the rights granted individuals.
- Securely discard all personal data promptly when no longer required.
- Ensure safeguards are in place protecting physical and electronic personal data against loss, damage, theft and unauthorised access and disclosure.
- Share personal data only when appropriate or legally required.
- Process requests for access to personal data, known as 'Subject Access Requests', in line with the Data Protection Act.
- Ensure all staff and governors are aware of and understand their duties and responsibilities under this policy.

Complaints

Complaints will be dealt with in accordance with the school's complaints policy.

Under section 42 of the Data Protection Act 1998, any person who is, or believes they are, directly affected by the processing of personal data, can ask the Information Commissioner to consider whether the processing is likely to be compliant. More information on this process can be found at www.ico.gov.uk.

Monitoring & Review

This policy will normally be reviewed biennially or as changes in legislation demand.

C:\MyDocuments\Policies\Data Protection Policy

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