



Lindow Community Primary School

School Policies

Control Sheet

Policy: **Data Protection**

Policy Type: **Statutory**

Author: **Headteacher**

Owner: **Headteacher**

Approved by: **Governing Body**

Reviewed: **Annually**

Policy: Data Protection

1. Introduction

Lindow Community Primary School needs to gather and use certain information about individuals.

These individuals can include pupils, parents/carers, employees, suppliers, business contacts and other people the school has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the school's data protection standards — and to comply with the law.

This data protection policy ensures Lindow Community Primary School:

- complies with data protection law and follows good practice
- protects the rights of pupils, staff, parents/carers and other stakeholders
- is open about how it stores and processes individuals' data
- protects itself from the risks of a data breach

This Data Protection policy is based on the six principles of the Data Protection Act (DPA) that personal data shall be:

1. processed lawfully, fairly and in a transparent manner
2. collected for specified, explicit and legitimate purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
4. accurate and kept up to date
5. kept in a form which permits identification of data subjects for no longer than is necessary
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss or damage

2. Key Definitions

2.1 Data

The DPA describes how organisations, including Lindow Community Primary School, must collect, handle and store personal information ('data').

Data is any information that the school collects and stores about individuals or organisations. Some data is more sensitive than others and particular care will be given to processing and managing this.

Sensitive or special category data includes:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- data concerning health or sex life and sexual orientation;
- genetic data; and
- biometric data.

Data can be stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

2.2 Data Subject

A 'Data Subject' is someone whose details the school keeps on file. The data subject has the following rights under data protection legislation:

- to be informed
- to have access to data stored about them (or their children)
- to rectification if there is an error on the data stored
- to erasure if there is no longer a need for the school to keep their data
- to restrict processing (e.g. limit what their data is used for)
- to object to data being shared or collected

Although data protection legislation affords these rights to individuals, in some cases the obligations schools have to share data with the DfE etc override these rights (this is documented later in the policy under 'Privacy Notices').

2.3 Data Controller

The 'Data Controller' has overall responsibility for the personal data collected and processed and has a responsibility for ensuring compliance with the relevant legislation. They are able to delegate this to 'Data Processors' to act on their behalf.

Lindow Community Primary School is the 'Data Controller'.

2.4 Data Processor

A 'Data Processor' uses, collects, accesses or amends the data that the controller is authorised to collect or has already collected. It can be a member of staff, third party company or another organisation such as the police or Local Authority (LA).

3. Organisational Arrangements

3.1 Overall Responsibility

Lindow Community Primary School will meet its obligations under the DPA by putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

"Personal data" means data that relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

"Parent" has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a child.

3.2 Roles & Responsibilities

The school will:

- Establish and maintain a positive data protection culture.
- Ensure the Data Protection Officer prepares a Data Protection policy for approval and adoption by the school and to review and monitor the effectiveness of the policy.
- Appoint a Data Protection Officer and provide adequate resources and support for them to fulfil their statutory duties.
- Allocate sufficient resources for data protection, e.g. in respect of training for staff, encryption technology for devices.
- Monitor and review data protection issues.
- Ensure that the school is provided with adequate training, information, instruction, induction and supervision to enable everyone to comply with their data protection responsibilities.
- Review and act upon data protection compliance reports from the Data Protection Officer.

The Headteacher will:

- Promote a positive data protection culture.
- Ensure that all staff co-operate with the Data Protection policy.
- Ensure that staff are competent to undertake the tasks required of them and have been provided with appropriate training.
- Provide staff with equipment and resources to enable them to protect the data that they are processing.
- Ensure that those who have delegated responsibilities are competent, their responsibilities are clearly defined, and they have received appropriate training.
- Monitor the work of the Data Protection Officer to ensure they are fulfilling their responsibilities.

The Data Protection Officer will:

- Inform and advise the school of their obligations under data protection legislation.
- Monitor compliance with the legislation and report to Governors on a termly basis.
- Cooperate with the supervisory authority (e.g. Information Commissioners Office) and act as the main contact point for any issues.
- Seek advice from other organisations or professionals, such as the Information Commissioners Office as and when necessary.
- Keep up to date with new developments in data protection issues for schools.
- Act upon information and advice on data protection and circulate to staff and governors.
- Carry out a data protection induction for all staff and keep records of that induction.
- Coordinate the school response to a Subject Access Request.
- Coordinate the school response to a data breach

Staff within the school will:

- Familiarise themselves and comply with the Data Protection Policy.
- Comply with the data protection arrangements.
- Follow the data breach reporting process.
- Attend data protection training as organised by the school.

4. Detailed Arrangements & Procedures

4.1 Data Management

4.1.1 Data Registration

As Data Controller, the school must register as a Data Controller on the Data Protection Register held by the Information Commissioner. The school was last registered on 07/04/2000 and is due to renew on 06/04/2019 (registration number: Z4615781)

4.1.2 Data Protection Officer

As a public body, Lindow Community Primary School is required to appoint a Data Protection Officer (DPO).

At Lindow Community Primary School the DPO role is fulfilled by:

- Mrs Marie Griffiths (School Governor)

The role of the DPO is to:

- Inform and advise the school and the employees about obligations to comply with all relevant data protection laws.
- Monitor compliance with the relevant data protection laws.
- Be the first point of contact for supervisory authorities.

Coordinate training on data protection for all key stakeholders in the Trust.

4.1.3 Data Protection Awareness

To ensure organisational compliance, all staff and other key stakeholders (e.g. governors, volunteers) will be made aware of their responsibilities under the data protection legislation as part of their induction programme, (both as a new employee/governor to the organisation or if an individual changes role within the school).

Annual data protection refresher training will take place to reinforce the importance of staff adhering to the legislation.

A record of the professional development undertaken by the individual will be retained on their training record.

4.1.4 Data Mapping

Lindow Community Primary School has documented all of the data that it collects within a 'Data Map'. This data inventory, records:

- the data held
- what the data is used for

- how it is collected
- how consent is obtained (if consent is needed)
- how the data is stored
- what the retention period is
- who can access the data
- how the data is shared

For each data type, the probability of a data breach occurring is assessed (high, medium or low) and actions to be taken to mitigate the risk are recorded.

It is the responsibility of the DPO to ensure the 'Data Map' is kept up to date. The map should be a live document and updated regularly.

4.2 Third Party Suppliers Acting as Data Processors

As Data Controller, Lindow Community Primary School is responsible for ensuring that correct protocols and agreements are in place to ensure that personal data is processed by all sub-contractors and other third parties in line with the principles of the data protection legislation.

Individuals within school who have a responsibility for securing contracts and agreements with such third parties are responsible for ensuring that all external data processing is contracted out in line with the principles of the DPA. These types of agreements include:

- IT contracts and processes.
- Physical data and hard copy documents.
- Pupil and staff records
- Data destruction and hardware renewal and recycling financial and personnel information.

Only third party suppliers who can confirm they have appropriate technical, physical and organisational security to securely process data will be considered as suitable partners.

The procurement process will ensure that all contracts are suitable and reflect DPA requirements. Review of current and due consideration of future contracts will require this even if data processing is ancillary to the main purpose of the contract.

The external processor will confirm with the data controller that suitable security and operational measures are in place.

Any potential supplier or purchaser outside the EU will be obliged to confirm how they comply with the DPA and give contractual assurances.

The DPO may require a specific risk assessment to be undertaken if the data is sensitive, and if an increased risk is likely due to the nature, or proposed nature, of the processing.

A written agreement will be in place between the supplier and the school to confirm compliance with the DPA principles and obligations to assist the school in the event of data breach or subject access request, or enquiries from the ICO.

The school must have the right to conduct audits or have information about audits that have taken place in respect of the relevant processes of the supplier's security arrangements whilst the contract is in place, or whilst the supplier continues to have personal data that relates to the contract on its systems.

Any subcontracting must only be done with the written consent of the school as data controller. This must be the case for any further subcontracting down the chain. All subcontractors must confirm agreement to be bound by DPA principles when handling the school's data, which shall also include co-operation and eventual secure destruction or return of data.

The school has a 'Third Party Request for Information' form that must be used for third party suppliers acting as a Data Processor for the school.

4.3 Consent

Lindow Community Primary School will seek consent from staff, volunteers, young people, parents and carers to collect and process their data. We will be clear about our reasons for requesting the data and how we will use it. There are contractual, statutory and regulatory occasions when consent is not required. However, in other cases, data will only be processed if explicit consent has been obtained.

Consent is defined by the DPA as "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by clear affirmative action, signifies agreement to the processing of personal data relating to him or her".

We may seek consent from young people also, and this will be dependent on the child and the reason for processing.

4.3.1 Privacy Notices

To comply with the fair processing requirements of the DPA, the school will inform their staff and parents/carers of all pupils of the data they collect, process and hold on them, the purposes for which the data is held and the third parties (e.g. LA, DfE, etc.) to whom their data may be passed, through the use of 'Privacy Notices'.

Privacy notices are available to staff and parents through the following means:

- School website
- Email to parents & staff
- Contacting the school office

4.3.2 The Use of Pupil Images

Lindow Community Primary School takes photographs and/or videos of its pupils. These images could be used for educational purposes, as part of internal displays, printed publications, the school website or on our social media accounts.

Lindow Community Primary School will seek consent from all parents to allow the photography of pupils and the subsequent reproduction of these images. Consent will be sought on the basis of 'until the child leaves the school or until the parents chooses to opt out.'

Parents are given the opportunity to opt in. It is not permissible to assume parents are opting in.

Generic consent for all uses of images is not acceptable; parents must give consent to each medium.

Parents must be given the opportunity to withdraw their consent at any time. This should be given in writing to the school.

Consent should be recorded on a school system agreed and monitored by the DPO.

If images of individual pupils are published, then the name of that child should not be used in the accompanying text or caption unless specific consent has been obtained from the parent prior to publication.

4.3.3 Accurate data

The school will endeavour to ensure that the data it stores is accurate and up to date.

When a pupil or member of staff joins the school they will be asked to complete a form providing their personal contact information (e.g. name, address, phone number, NI number for staff), next of kin details, emergency contact and other essential information. At this point, the school will also seek consent to use the information provided for other internal purposes (such as promoting school events, photography).

The school will undertake an annual data collection exercise, where current staff and parents will be asked to check the data that is held about them is correct. This exercise will also provide individuals with the opportunity to review the consent they have given for the school to use the information held for internal purposes.

Parents/carers and staff are requested to inform the school when their personal information changes.

4.3.4 Withdrawal of Consent

Consent can be withdrawn, subject to contractual, statutory or regulatory constraints. Where more than one person has the ability to provide or withdraw consent, the school will consider each situation on the merits and within the principles of the DPA, child welfare, protection and safeguarding principles.

Parents/carers and staff are requested to put their withdrawal of consent in writing and return this to the school office.

4.4 Associated Data Protection Policies

- Complaints
- Data Breaches
- Subject Access Requests
- Third Party Requests for Information
- Use of Personal Devices (within staff handbook)

Complaints

Complaints will be dealt with in accordance with the School Complaints Procedure.

5. Data Breaches

Although Lindow Community Primary School takes measures against unauthorised or unlawful processing and against accidental loss, destruction or damage to personal data as set out in this policy and the supporting policies referred to, a data security breach could still happen. Examples of data breaches include:

- Loss or theft of data or equipment on which data is stored.
- Inappropriate access controls allowing unauthorised use.
- Equipment failure.
- Human error.
- Unforeseen circumstances such as fire or flood.
- Hacking attack.
- 'Blagging' offences where information is obtained by deceiving the school.

The school has a Data Breach policy that sets out the process that should be followed in the event of a data breach occurring. All data breaches to be reported to the DPO, Mrs Marie Griffiths.

6. Privacy Impact Assessments

When considering the purchase of a new service or product that involves processing personal data, a Data Privacy Impact Assessment must be completed by the DPO. If risks are identified as part of the assessment then appropriate steps to mitigate this risk must be implemented. If these risks are deemed to be 'high risk' then the DPO should consult with the ICO prior to implementation.

The 'Data Privacy Impact Assessment' form must be used for each new service/product.

7. Records Management

Lindow Community Primary School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations that will also contribute to the effective overall management of the school.

Lindow Community Primary School has a data map in place that sets out how it will:

- safely and securely store data (both digital and hard copy data)
- retain data
- dispose of data.

8. Subject Access Requests

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the school holds about them and can make a Subject Access Request (SAR) – See Appendix 1

9. Third Party Requests for Information

Occasionally Lindow Community Primary School may receive a request for information on a pupil or member of staff by a third party, such as the police or social services. This would be separate to statutory requests that come through from the DfE or LA, for example, which are covered within the privacy notices.

The school/DPO will follow the guidance as detailed by the ICO Data protection legislation in the event of receiving a third party request.

10. Use of Personal Devices

Lindow Community Primary School recognises the benefits of mobile technology and is committed to supporting staff in the acceptable use of mobile devices. The school follows the 'Bring Your Own Device' policy which sets out how non-school owned electronic devices, e.g. laptops, smart phones and tablets, may be used by staff members and visitors to the school safely. The online safety policy is readily available to staff on the website and within school.

Portable devices such as USB flash drives, removable hard drives are not permitted to be used in conjunction with school technology, unless pre approved by the network administrators.

Appendix 1: Access To Personal Data Request

DATA PROTECTION ACT 1998 Section 7.

Enquirer's Surname Enquirer's Forenames

Enquirer's Address

Enquirer's Postcode Telephone Number

Are you the person who is the subject of the records you are enquiring about YES / NO
 (i.e. the "Data Subject")?

If NO,

Do you have parental responsibility for a child who is the "Data Subject" of the YES / NO records you
 are enquiring about?

If YES,

Name of child or children about whose personal data records you are enquiring

.....

Description of Concern / Area of Concern

Description of Information or Topic(s) Requested (in your own words)

Additional information:

Please despatch / reply to: (if different from enquirer's details as stated on this form)

Name

Address

Postcode

Data Subject Declaration

I request that Lindow School searches its records, based on the information supplied above under Section 7 (1) of the Data Protection Act 1998, and provides a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the School.

I agree that the reply period will commence when I have supplied sufficient information to enable the School to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

Signature of "Data Subject" (or Subject's Parent)

Name of "Data Subject" (or Subject's Parent) (Please Print)

Dated: