The Meadows Primary School

Data Protection Policy

This document is a statement of the Data Protection policy adopted by The Meadows Primary School

The school needs to collect and use certain types of information about staff, pupils and other individuals who come into contact with the school in order to operate. 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. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

1) shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
2) 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) shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
4) shall be accurate and, where necessary, kept up to date;
5) shall not be kept for longer than is necessary for that purpose or those purposes;
6) shall be processed in accordance with the rights of data subjects under the Act;
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) shall not be transferred to a country or territory outside the UK, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The Meadows Primary School will, through appropriate management, apply strict application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure, as far as possible, that all information held and/or used is accurate and up to date;
- apply strict checks to determine the length of time information is held;
- ensure that the rights of people about whom information is held, can be fully exercised under the Act.
- ensure that appropriate technical and organisational security measures are taken to safeguard personal information by logging off when appropriate e.g. at playtimes and lunchtimes;
- ensure that personal information is not transferred abroad without suitable safeguards;
- treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information;
- set out clear procedures for responding to requests for information.

Last reviewed: Spring 2025
Due for review: Spring 2028

In addition, we will ensure that:

- all staff log off from their computers when they are unattended
- there is someone with specific responsibility for Data Protection within the school;
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is supervised where appropriate;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- methods of handling personal information are clearly described;
- a regular review and audit is made of the way personal information is held, managed and used;
- a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against the members of staff concerned.
- access to personal information is limited only to those with a strict 'need to know'

Individual Rights

All individuals (including staff) have a right under the DPA to ask for a copy of the information held about them on computer and in some manual filing systems.

Requests for access to personal data should be referred to the Headteacher, who will deal with it promptly and within a maximum of 40 days from receiving the request. A small charge to cover photocopying, secure postage etc. can be made at the discretion of the Headteacher.

The school will only monitor individual staff when there are concerns about the individual's use of e-mail, internet, telephone or other data that the member of staff may be using inappropriately. If monitoring is used for training purposes the individual will be made aware of this at the time.

CCTV within the school will only be used for security purposes and will not intrude on anyone's privacy. Notices will be placed in the school to ensure that all visitors and staff are aware of this.

Mishandling of data

Any member of staff found to mishandle data or share personal data with unauthorised individuals will be subject to investigation under the School's Disciplinary Policy. Deliberate, malicious or reckless breaking of the DPA will be counted as gross misconduct and could result in dismissal. Under this Act you can also be criminally liable if you knowingly or recklessly disclose personal information in breach of the policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy, please contact the Headteacher.