



Data Protection Policy

The school collects and uses personal information (referred to in the General Data Protection Regulation (GDPR) as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is the Data Controller, of the personal data that it collects and receives for these purposes.

The school has a Data Protection Officer Mrs C Welch, who may be contacted at adminoffice@parkgate.hants.sch.uk

The school issues Privacy Notices to all pupils, parents, carers and staff. These summarise the personal information held about pupils and staff, the purpose for which it is held and who it may be shared with. It also provides information about an individual's rights in respect of their personal data

Purpose

This policy sets out how the school deals with personal information correctly and securely and in accordance with the GDPR, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored by the school and whether it is held on paper or electronically.

What is Personal Information/ data?

Personal information or 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 identifies them.

Data Protection Principles

The GDPR establishes six principles as well as a number of additional duties that must be adhered to at all times:

1. Personal data shall be processed lawfully, fairly and in a transparent manner

2. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (subject to exceptions for specific archiving purposes)
3. Personal data shall be adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data shall be 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;
6. Personal data shall be processed in a manner that ensures appropriate security of the person

Duties

Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

Data Controllers have a General Duty of accountability for personal data.

Commitment

The school is committed to maintaining the principles and duties in the GDPR at all times. Therefore the school will:

- Inform individuals of the identity and contact details of the data controller- this can be found on the schools website, and is issued to new parents as part of the data protection process.
- Inform individuals of the contact details of the Data Protection Officer - this can be found on the schools website, and is issued to new parents as part of the data protection process.
- Inform individuals of the purposes that personal information is being collected and the basis for this – this is done through the data protection privacy notice which is issued to all new parents and carers. It can also be found on the schools website.
- Inform individuals when their information is shared, and why and with whom unless the GDPR provides a reason not to do this – this is done through the data protection privacy notice which is issued to all new parents and carers. It can also be found on the schools website.
- If the school plans to transfer personal data outside the EEA the school will inform individuals and provide them with details of where they can obtain details of the safeguards for that information
- Inform individuals of their data subject rights – this is done through the data protection privacy notice which is issued to all new parents and carers. It can also be found on the schools website.
- Inform individuals that the individual 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. Parents and carers are asked to opt in to online processors that require

personal information to be shared. Parents and carers would receive a letter confirming their withdrawal from these processors which would be kept in the child's file.

- Provide details of the length of time an individual's data will be kept, this can be found on the schools retention schedule which can be found on the schools website.
- Should the school decide to use an individual's personal data for a different reason to that for which it was originally collected the school shall inform the individual and where necessary seek consent.
- Check the accuracy of the information it holds and review it at regular intervals. The school will routinely send out data collection information for parents and carers to check (this is done annually).
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in – please see the staff guidance document.
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded – see the staff guidance document.
- Ensure that personal information is not retained longer than it is needed – in line with schools retention schedule.
- Ensure that when information is destroyed that it is done so appropriately and securely. Information will either be shredded or destroyed in confidential waste.
- Share personal information with others only when it is legally appropriate to do so – as outlined in the privacy notice.
- Comply with the duty to respond to requests for access to personal information (known as Subject Access Requests) this will be dealt with by the Data Protection Officer.
- Ensure that personal information is not transferred outside the EEA without the appropriate safeguards. Cloud storage solutions will only be used in line with DfE guidelines (the provider must hold a Safe Harbour Privacy Declaration)
- Ensure that all staff and governors are aware of and understand these policies and procedures. A copy of all guidance will be distributed to all staff and governors as well as being stored on our website. Staff will be asked to sign to state that they have understood the implications of data protection.

Complaints

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at www.ico.gov.uk

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Data Protection Officer, Head teacher, or nominated representative.

Contacts

If you have any enquires in relation to this policy, please contact the schools Data Protection Officer Mrs C Welch who will also act as the contact point for any queries.

Policy Agreed: May 2018

Policy Review: May 2020