

# Staple Hill Primary School

## Personal Data Handling Policy

**Date Approved by Governing Body:** 23 November 2010

### Introduction

Schools should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature (Becta – Good Practice in information handling in schools – keeping data secure, safe and legal – Sept 2008).

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data that it can not be accessed by anyone who does not:

- have permission to access that data
- need to have access to that data.

Any loss of personal data can have serious effects for individuals and / or institutions concerned, can bring the school into disrepute and may well result in disciplinary action and / or criminal prosecution. All transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data legislation and relevant regulations and guidance from the Local Authority.

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow “good information handling principles”.

### Policy Statements

The school will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed.

Every effort will be made to ensure that information is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

All personal data will be fairly obtained in accordance with the “Fair Processing Code” and lawfully processed in accordance with the “Conditions for Processing”.

### Personal Data

The school and individuals will have access to a wide range of personal information and data. The data may be held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community – including *pupils / students / governors* members of staff and parents and carers eg names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Curricular / academic data eg class lists, pupil / student progress records, reports, references
- Professional records eg employment history, taxation and national insurance records, appraisal records and references

- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members

### Responsibilities

The school's Senior Risk Information Officer (SRIO) is the Headteacher, who will keep up to date with current legislation and guidance and will:

- determine and take responsibility for the school's information risk policy and risk assessment
- appoint the Information Asset Owners (IAOs)

The school will identify Information Asset Owners (IAOs) for the various types of data being held (eg pupil / student information / staff information / assessment data etc).

The IAOs will manage and address risks to the information and will understand :

- what information is held and for what purpose
- how information has been amended or added to over time
- who has access to protected data and why

Everyone in the school has the responsibility of handling protected or sensitive data in a safe and secure manner.

Governors are required to comply fully with this policy in the event that they have access to personal data, when engaged in their role as a Governor.

### Document History

Date	Notes
October 2010	Written by staff & governors
19 October 2010	Reviewed by Staffing & Curriculum Committee
23 November 2010	Ratified by FGB