



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

## GREENFIELD SCHOOL

### PERSONAL DATA POLICY

Wayne Murphy, Head Teacher.  
Rachel Faulkner, Deputy Head - Standards  
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Gwyn Daniels - Assistant Head



## ' Opening Doors To The Future ' ' Agor drysau i'r dyfodol'

Original Completion Date

October 2015

Author

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## **MONITORING THE POLICY**

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: ..... Date: .....

Head teacher

Signed: ..... Date: .....

Chair of Governors

**Review Date**

**Author**

## **Our Vision**

'To open doors to the future'

## **Our Mission Statement**

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

## **Aims**

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

## **Our Values**

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

### **Everyone has the right to:**

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

### **Everyone is expected to:**

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

## Introduction

### **Personal Data and Sensitive Personal Data**

The school and individuals may have access to a wide range of personal information and data, 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 children / young people, members of staff / volunteers and parents and carers e.g. names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Professional records e.g. 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

It is the responsibility of all staff and volunteers to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not have permission to access that data or does not need to have access to that data. Anyone who has access to personal data must know, understand and adhere to this the schools data policy and refer to data handling guidelines produced by the information officer.

To clarify, sensitive personal data is defined as:

Information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be processed under strict conditions, and will usually require the express consent of the person concerned.

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".

Guidance for organisations on the DPA is available on the Information Commissioners Office website:  
[http://www.ico.gov.uk/for\\_organisations/data\\_protection\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection_guide.aspx)

### **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.

### **Responsibilities**

The head teacher will keep up to date with current legislation and guidance and will carry out risk assessments

### **Registration**

All schools must register as a Data Controller on the Data Protection Register held by the Information Commissioner. This notification should be reviewed on an annual basis to ensure that the school is still processing data in line with the purposes notified to the ICO.

### **Training & awareness**

Staff and volunteers will receive data handling awareness / data protection training and will be made aware of their responsibilities, as described in this policy through;

- Induction training for new staff
- Meetings / briefings / training for staff / volunteers
- Day to day support and guidance from the Head teacher.

## **Risk Assessments**

Information risk assessments will be carried out by staff / volunteers to establish key areas of the school where data might be at risk and how the risk could be reduced

## **Storing personal data**

Personal data must be held securely on the school's premises and only accessed by those with permission to do so. Any personal data removed from the premises should have the appropriate level of protection to prevent loss of data. i.e. encrypted laptops and memory sticks

The school has clear policy and procedures for the automatic backing up, accessing and restoring all data held on systems, including off-site backups.

The school recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held.

## **Disposal of data**

The school will comply with the requirements for the safe destruction of personal data when it is no longer required. Such data must be destroyed, rather than deleted and be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, and other (paper based) media must be shredded, incinerated or otherwise disintegrated. Should a 3<sup>rd</sup> party service be used, then a certificate of destruction should be obtained.