



THE MARIST CATHOLIC PRIMARY SCHOOL

With God as our Guide we will value each other and work together to achieve our best

Data Protection Policy

Policy compiled by:	Headteacher
Responsible committee:	Resources
Approved by Governing Body:	June 2014
Review Date:	June 2015

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Mission Statement

The Marist School is a place of teaching and learning:

- *Where we promote the Christian growth of children in a caring environment.*
- *Where everyone is valued not just for what they do or give, but for who they are; a traveller on the way to Christ.*
- *Where children are encouraged and stimulated to achieve their full potential spiritually, academically and socially; where talents and successes are shared and celebrated.*
- *Where all staff work and grow together as a team, giving of their best and supporting each other.*
- *Where all members of the community are made to feel welcome and encouraged to take an active part in the life of the school.*

PREAMBLE

This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to staff, pupils, parents and governors.

INTRODUCTION

- The Marist Catholic Primary School needs to keep certain information about our employees, pupils and other users to allow us, for example, to monitor performance, achievement, and health and safety.
- To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, The Marist must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the 1998 Act).
- In summary these principles state that personal data shall:
 - Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.

- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for that purpose.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- All staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the School has developed this Data Protection Policy. This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the School from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

THE DATA CONTROLLER

- The School as a body corporate is the Data Controller under the 1998 Act, and the Governors are therefore ultimately responsible for implementation. However, the Data Controller will deal with day to day matters.
- The Schools Data Controller is the Headteacher.
- Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the Data Controller.
- Privacy Notices will be issued with Induction Packs to Staff, and within the information provided to pupils on joining.
- A copy of the Privacy Notices will be kept for viewing on the school website.

RESPONSIBILITIES OF STAFF

All staff are responsible for:

- Checking that any information that they provide to the School in connection with their employment is accurate and up to date.
- Informing the School of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The School cannot be held responsible for any errors unless the staff member has informed the School of such changes.
- Handling all personal data (eg – pupil attainment data) with reference to this policy, the school's confidentiality statement and the guidelines in the staff handbook.

DATA SECURITY

All staff are responsible for ensuring that:

- Any personal data that they hold is kept securely.
- Personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.
- Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.
- Personal information (pertaining to pupils or members of staff) should:
 - Be kept in a locked filing cabinet, drawer, or safe; or
 - If it is computerised, be encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up; and

- If a copy is kept on a USB memory key or other removable storage media, that media must itself be encrypted/password protected and/or kept in a locked filing cabinet, drawer, or safe.

RIGHTS TO ACCESS INFORMATION

- All staff, parents and other users are entitled to:
 - Know what information the School holds and processes about them or their child and why (as documented in the Privacy Notices described above).
 - Know how to gain access to it.
 - Know how to keep it up to date.
 - Know what the School is doing to comply with its obligations under the 1998 Act.
- The School will, upon request, provide all staff and parents and other relevant users with a statement regarding the personal data held about them. This will state all the types of data the School holds and processes about them,
- This Policy is consistent and linked with the School's Freedom of Information Statement and Scheme available on file.

REVIEW AND EVALUATION

This policy was reviewed following consultation with staff and governors. It will be monitored annually for effectiveness and updated in the light of experience.

Policy reviewed and updated: June 2014
Date of next review: June 2015