



Data Protection Policy

Date: Spring 2017
Review Date: Spring 2019

1. Introduction

Goose Green Primary School is trusted with handling sensitive and personal information from parents, carers, children, staff, partners and suppliers.

This policy explains how the School will process personal information, including where information might be shared with other organisations. The arrangements that the School will take to keep information safe and secure are included as part of the School's separate *Online Safety and Information Security Policy*.

2. The Data Protection Act

The Data Protection Act controls how personal information is used by organisations, businesses or the government.

Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

1. used fairly and lawfully
2. used for limited, specifically stated purposes
3. used in a way that is adequate, relevant and not excessive
4. accurate
5. kept for no longer than is absolutely necessary
6. handled according to people's data protection rights
7. kept safe and secure
8. not transferred outside the European Economic Area without adequate protection

Further information about the Data Protection Act can be found on the *Information Commissioner's Office* website: <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>.

3. Fair processing of personal information

The Data Protection Act requires every Data Controller processing personal data to notify the Information Commissioner's Office, unless they are exempt, and failure to notify is a criminal offence. Goose Green Primary and Nursery School has registered as a Data Controller for the purposes defined below.

The School will need to process personal information for a number of purposes, including:

- provision of education, training, welfare and educational support services, and appropriate pastoral care
- assessing the quality of our services

- administration of the School (including the School finances and property management)
- fundraising
- support and management of School staff

The School processes information relating to the above reasons / purposes. This information may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour

The School also processes more sensitive information, including:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual orientation
- offences and alleged offences

The School holds information relating to the following groups:

- our pupils
- advisers and other professional experts
- School staff
- members of School boards
- parents and carers
- suppliers
- complainants and enquirers

The School will ensure that appropriate consent is received for any information that it collects (fully explaining how any information provided will be used and shared) and will provide the option for personal information such as photos and video recordings of individuals to not be published (eg on the School's website and social media profiles). Appropriate records will be held and training / guidance provided to the School's staff to ensure that information is always used in accordance with consent / preferences.

The School will hold information as both electronic and paper records. The arrangements to keep information secure are set out in the School's *Online Safety and Information Security Policy*.

It may sometimes be necessary to transfer personal information overseas, including countries or territories outside of the European Economic Area. Any transfers will be made in full compliance with Principle 8 of the Data Protection Act.

If the School needs to collect data for any purpose not stated above, the school will notify the Information Commissioner before collecting that data.

4. Sharing information

The School will sometimes need to share personal information that the School processes with other organisations. This includes:

- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government reporting
- healthcare professionals
- social and welfare organisations
- Police forces
- courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- financial organisations
- security organisations

The School will only share information where appropriate permission has been given and for purposes relating to the education and welfare of the children or other people whose information is being shared, or where required to by an appropriate legal order. The School will take measures to ensure that the transfer of information that is being shared is appropriately secure, in line with the School's *Online Safety and Information Security Policy*.

ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY:	Ruth Kettell
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NAME OF HEADTEACHER:	Annabelle Birleanu
SIGNATURE OF HEADTEACHER:	
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