



Sir William Burrough School

Data Protection Policy

Sir William Burrough Primary School is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

Introduction

Sir William Burrough 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, we must comply with the Data Protection Principles which are set out in the Data Protection Act 1998.

In summary these principles state that personal data shall:

- Be obtained and processed fairly and lawfully.
- 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 and the Designated Data Controllers

The School, as a body, is the Data Controller under the 1998 Act, and the Governors are therefore ultimately responsible for implementation.

However, the Designated Data Controllers will deal with day to day matters.

The School has identified its Designated Data Controllers as:

The Headteacher, Deputy Headteacher and the Network Manager.

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 Head Teacher, in the first instance.

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.

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 should:

- Be kept in a filing cabinet, drawer, or safe in a secure office, or;
- If it is computerised, be 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 password protected and/or kept in a 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.
- 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, and the reasons for which they are processed.

All staff, parents and other users have a right under the 1998 Act to access certain personal data being kept about them or their child either on computer or in certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Headteacher. The School will ask to see evidence of your identity, such as your passport or driving license, before disclosure of information.

The School may make a charge on each occasion that access is requested in order to meet the costs of providing the details of the information held.

The School aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days, as required by the 1998 Act.

Please see also the Privacy Policies appended to this document.

Retention of Data

The School has a duty to retain some staff and pupil personal data for a period of time following their departure from the School, mainly for legal reasons, but also for other purposes such as being able to provide references. Different categories of data will be retained for different periods of time.

Monitoring and Evaluation

This is ongoing; where any clarifications or actions are needed the Policy will be amended at its next review.

Privacy Notices

Contents

This document contains three privacy notices in accordance with the Data Protection Act 1998, explaining how we share information with other agencies. The three sections are:

- 1) Children at the school
- 2) Looked-After Children at the school
- 3) School Workforce

Section One

[Information about pupils in schools, alternative provision, pupil referral units and children in early years settings](#)

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Section Two

[Children in need or children looked after: information held by local authorities](#)

Data Protection Act 1998: How we use your information

We collect and process information about children in our care and children to whom we provide services. We use this personal data to:

- Support these children and monitor their progress
- Provide them with pastoral care
- Assess the quality of our services

We will not give information about children in our care to anyone without relevant consent unless the law and our policies allow us to do so.

We are required, by law, to pass on some of this information to the Department for Education (DfE) which uses it to: develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice. DfE may share child level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

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If you require more information about how we and/or the DfE use this information, please visit:

- The DfE's website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

or write to us at:

- Sir William Burrough School, Salmon Lane, London, E14 7PQ

If you are within one of these groups of children and want to see a copy of information about you that we hold, please contact Dave Eva at Sir William Burrough School.

Section Three

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

If you want to see a copy of information about you that we hold, please contact Avril Newman or Anthony Wilson at Sir William Burrough School