

## Data Protection Policy

Date approved:	10 May 2017
Review cycle/date:	Every year, May 2018
Party responsible:	Finance and Premises Committee
Linked policies:	None

### Introduction

The Swanage School is committed to a policy of protecting the rights and privacy of students, relatives, staff, volunteers, suppliers and others. The policy applies to all staff, volunteers and governors of The Swanage School. Any breach of The Data Protection Act 1998 or this Policy is considered to be a breach of contract and may result in disciplinary procedures.

### Legal Requirements

Data are protected by the Data Protection Act 1998. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without the individual's knowledge and, wherever possible, is not processed without their consent. The Act requires The Swanage School to register with the Information Commissioner the fact that it holds personal data and to acknowledge the rights of data subjects.

### Purpose of data held by The Swanage School

Data will be held by The School for the following purposes:

1. Staff Administration
2. Advertising, Marketing & Public Relations
3. Accounts and Records
4. Administration of Membership records
5. Education
6. Fundraising
7. Pastoral care

## **Data Protection Principles**

In terms of the Data Protection Act 1998, The Swanage School is the 'data controller', and as such determines the purpose for which and the manner in which any personal data are processed. The School will adhere to the eight Data Protection Principles whereby data shall be:

1. fairly and lawfully processed
2. processed for limited purposes and in a manner compatible with those purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in line with the data subjects' rights
7. secure
8. not transferred to other countries without adequate protection

## **Data Privacy Notices**

As an organisation that collects personal information about individuals we are obliged to make that information available to them.

We do this by means of privacy notices [one for students and one for staff – see appendices] which are available as follows:

- in the induction pack for staff and for parents of new students
- in all student planners [from September 2017]
- on the staff notice board and electronically in the staff folder
- on the school website

## **Monitoring, evaluation and review**

This policy will be reviewed every year.

## Privacy Notice: Students

### 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; and
- 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. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Dorset County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to Dorset County Council by informing Andrea Knapman [Office Manager]. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <https://www.dorsetforyou.gov.uk/young-people/education-and-work>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Andrea Knapman [Office Manager]

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>

## Privacy Notice: School Staff

### The 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; and
- 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:

- our local authority
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- [www.theswanageschool.co.uk](http://www.theswanageschool.co.uk)
- <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:

- Francesca Bollani [Data Manager]: [francescabollani@theswanageschool.co.uk](mailto:francescabollani@theswanageschool.co.uk)