

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

DATA PROTECTION POLICY



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ACADEMY

CHILDREN'S RIGHTS AND RESPONSIBILITIES:

Article 16 – Children have a right to privacy.

Article 17 – Children have the right to reliable information.

RATIONALE

West Town Lane Academy recognises its responsibility to comply with the Data Protection Act 2003. This Policy sets out how we will handle and process data in accordance with the legal requirements and should be read in conjunction with our E-Safety Policy.

PURPOSES

The Act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address. Data held about children must only be used for specific purposes allowed by law. The Act sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. It requires that we must have regard to the following principles in dealing with personal information:

- Data is processed fairly and lawfully

This means that information should only be collected from individuals if the School has been open and honest about why we want the information.

- Data is processed for specified purposes only
- Data is relevant for the purpose it is needed for

Data needs to be monitored so that too much or too little is not kept; only data that is needed should be held.

- Data is accurate and kept up to date

Personal data should be accurate; if it is not, it should be corrected.

- Data is not kept longer than it is needed
- Data is processed in accordance with the rights of individuals

This means that individuals must be informed, upon request, of all the information held about them.

- Data is kept securely

This means that only staff can access the data. It should be stored securely so it cannot be accessed by members of the public.

GUIDELINES

As a school, we hold and process information on children and pupils in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant

medical information. A data privacy notice for parents is available on the school website, and one for staff is available in the staff handbook. These are updated annually (see appendices).

Our procedures under the Act:

The Act applies to anyone holding information about people electronically or on paper. We have a number of procedures in place to ensure that we comply with its requirements.

- **Data collection**

We will be open with parents when taking personal details from them. This means that teaching and office staff will be honest about why they want a particular piece of information. If, for example, home and office telephone numbers are requested from parents, we will ensure that these details are used only for the purpose specified, ie, for contacting that parent in the event of emergency or in relation to other School business, and will not be disclosed to anyone else.

- **Storing data**

The School will hold information about pupils such as their addresses and telephone numbers, their progress records and medical information. These details will be kept in secure files in the School office and at the teachers' station, and are not available for public access. All data stored on the School computers is password protected. Once data is not needed any more, if it is out of date or has served its use, it will be shredded or deleted from the computer.

- **Accessing data**

Parents, as data subjects, have the right to access any information that is held about them and about their child. If a person requests to see any data that is being held about them:

- They must be sent all of the information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of those who have seen it
- It must be sent within 40 days.

A fee to cover photocopying and postage charges will be charged to the person requesting the information, and we may, if appropriate, seek proof of the requestor's identity and any further information required to locate the personal data requested.

- **Confidentiality**

Please see also our Child Protection and Safeguarding Policy, E-Safety Policy and our SEN Policy. All staff and Governors fully respect the need to protect our children and parents regarding any and all confidential information in our keeping. However, from time to time, we are required to pass on some of this data to local authorities, the Department for Education and to agencies prescribed by law, such as OFSTED.

CONCLUSION

It is essential that information we hold is done so in the best interests of the children and staff, and that it complies with all relevant legislation.

.....Headteacher

May 2016

Appendices

Privacy Notice for pupils attending West Town Lane Academy

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold 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

Information about our pupils that we hold 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.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Bristol City Council by informing our 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 the local authority website.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

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

If you need more information about how our Academy or DfE collect and use your information, please visit:

- our school office;
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Mrs. Gaunt or Mrs. Lewis via the school office

Privacy Notice for school workforce at West Town Lane Academy

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 West Town Lane Academy (WTLA). This is for employment purposes to assist in the running of the school and 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 Payroll and Human Resources Provider- South Glos. Council
- 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:

- Karen Gaunt, office manager