

Data protection statement for pupils and parents

SANCTON WOOD SCHOOL

September 2014

1 Introduction

- 1.1 This statement is aimed at parents and pupils and explains how we use personal information that is covered by the UK Data Protection Act 1998 (the **Act**). We may amend this statement at any time.
- 1.2 The purpose of the Act is to safeguard personal information. The Act covers issues such as data security, individuals' rights to access information about them and use and disclosure of personal information.
- 1.3 We are a **Data Controller** under the Act. This means that we are responsible for compliance with the Act.
- 1.4 The Data Protection Act applies to personal information about identifiable individuals that is held on a computer or is held in a file by reference to specific criteria concerning the individual (**Personal Data**). It also applies to some other records such as certain medical records.

2 How we acquire Personal Data

- 2.1 We may acquire Personal Data in a number of ways. For example:
- parents of pupils may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website;
 - We may acquire Personal Data from other parents, or from people outside of the our community who know parents or from the children themselves; and
 - We may acquire Personal Data from third parties such as schools and nurseries, public authorities, public sources or from commercial sources such as credit reference agencies.

3 How we use Personal Data

- 3.1 We commonly uses Personal Data for:
- ensuring that we provide a safe and secure environment;
 - providing pastoral care;
 - providing education and learning for children;
 - providing additional activities for children and parents for example activity clubs;
 - protecting and promoting our interests and objectives - this includes fundraising;
 - safeguarding and promoting the welfare of children; and
 - fulfilling our contractual and other legal obligations.
- 3.2 We may use Personal Data for other purposes where the Act allows and where providing an explanation would not be appropriate - this includes for the prevention and investigation of crime and the prosecution of offenders. We will not use Personal Data for any other purpose unless we have first communicated the other purposes or we consider it is reasonable and fair to do so.

- 3.3 We may share Personal Data with other organisations within the Minerva group for the purposes listed in paragraph 3.1 above. For example, we may share class lists of pupil data for the purposes of record keeping of a joint trip with another Minerva School.
- 3.4 We will not use pupil / parent Personal Data for direct marketing purposes if you ask us not to.
- 3.5 Our aims are:
- 3.5.1 To record sufficient information for the purpose, but not unnecessary information.
 - 3.5.2 To record Personal Data accurately and to keep it up-to-date.
 - 3.5.3 Not to use Personal Data in ways which are incompatible with the purpose for which it was originally recorded.
 - 3.5.4 Not to transfer Personal Data outside the European Economic Area unless we have the permission of the individual, or have made appropriate arrangements with the recipient to ensure that the individual's privacy rights are protected.
 - 3.5.5 To have appropriate security arrangements in place to help prevent any unauthorised use of, or accidental loss or damage to, Personal Data. This includes using encryption and other technologies where appropriate.
 - 3.5.6 To dispose of Personal Data appropriately after it is no longer needed. This includes:
 - (a) shredding papers where appropriate; and
 - (b) permanently deleting information from computers and memory devices before they are disposed of.
 - 3.5.7 To be fair to the subject of the information and to whoever provides it (if that is someone else).

4 Data protection compliance: specific examples

CCTV

- 4.1 We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with its obligation to safeguard the welfare of pupils, staff and visitors to the our site.
- 4.2 CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the Act.

Photographs

- 4.3 We may use photographs of children in our publications (but we will not publish the name of the pupil alongside the photo without consent).

5 Parent and Pupil Statutory Rights

- 5.1 **Subject Access Request:** Subject to a number of exemptions contained in the Act, parents and pupils have a statutory right to know if we hold any Personal Data about them, and to know what it is, its source, how we use it, the logic we use in any automatic decisions, and who we discloses it to. Parents or Pupils who wish to access this information will need to

make a Subject Access Request. This can be done by submitting a request **in writing** and paying the appropriate fee (usually £10). We will respond to a request within 40 days from when we receive the request in writing, any further information reasonably requested by us and (if we asks for it) the fee.

- 5.2 **Automatic decisions:** Parents and pupils have a statutory right to ask us not to make decisions automatically (using Personal Data) if such automatic decisions would affect them to a significant degree.
- 5.3 **Corrections:** Parents and pupils have a statutory right to ask for incorrect Personal Data to be corrected or annotated.
- 5.4 **Use of Personal Data:** Parents and pupils have a statutory right to ask us not to use their Personal Data in a way that is likely to cause them unwarranted and substantial damage or distress.

6 Further Information

- 6.1 The purpose of this statement is to explain how we use Personal Data about pupils and parents. It does not, and is not intended to, place any obligation on us greater than that set out in the Act.
- 6.2 **Contact:** If you would like any further information about anything within this statement then please contact Richard Settle

Authorised by	Richard Settle
Date	September 2014

Effective date of the policy	September 2014
Review date	On each anniversary of the effective date of the policy and immediately following any data protection related incident.
Circulation	Staff and Parents via website
Status	Complies with the Data Protection Act 1998