



# MORDA C of E PRIMARY SCHOOL

Document Type: POLICY

Title: DATA PROTECTION POLICY

Reference:	Gen-10	Version:	1	Page 1 of 3	
Prepared By:	Head Teacher		Approved By:	Chair of Governors	
Reviewed and Confirmed by Governing Body:			30-Mar-17	Issue Date:	30-Mar-17

## REVISION HISTORY

Version	Issue Date	Summary
1	30-03-17	First Issue

### 1. SCOPE

Morda Primary School (MPS) needs to collect, store and use various types of information about people with whom the school may have dealings. These include current, past and prospective employees and volunteers, pupils, suppliers, sub-contractors, and others with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of government departments for business data. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

### 2. DATA PROTECTION STATEMENT

**We at MPS regard the lawful and correct treatment of personal information by all those associated with the school as very important to our successful operations, legal obligations and to maintaining confidence between those with whom we deal and ourselves. We ensure that MPS treats personal information lawfully and correctly.**

To this end we fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

### 3. PRINCIPLES OF DATA COLLECTED AND/OR STORED

These principles require that personal information:

- ✓ Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- ✓ Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes,
- ✓ Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed,
- ✓ Shall be accurate and, where necessary, kept up to date,
- ✓ Shall not be kept for longer than is necessary for that purpose or those purposes,
- ✓ Shall be processed in accordance with the rights of data subjects under the Act,
- ✓ Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of,

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- or damage to, personal data,
- ✓ Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## 4. ACTIONS TO BE UNDERTAKEN

MPS will, through appropriate management, application of criteria and controls:

- ✓ Observe fully all conditions regarding the fair collection and use of information,
- ✓ Meet its legal obligations to specify the purposes for which information is used,
- ✓ Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements,
- ✓ Ensure the quality of information used,
- ✓ Apply checks to determine the length of time information is held,
- ✓ Ensure the rights of people about whom information is held, can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as incorrect),
- ✓ Take appropriate technical and organisational security measures to safeguard personal information,
- ✓ Ensure personal information is not transferred abroad without suitable safeguards,
- ✓ Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- ✓ Set out clear procedures for responding to requests for information.

## 5. RESPONSIBILITIES

In addition, MPS will ensure:

- ✓ The Head Teacher has responsibility for Data Protection, and this responsibility will be monitored by the Governing
- ✓ All staff will work closely with the Head Teacher in matters regarding data processing and security, and will be responsible for issues relating to the Act, including assistance in the gathering of data during a subject access request
- ✓ The Head Teacher will ensure any training needs in relation to data protection are addressed, and all personnel handling such data are suitably trained and supervised as necessary.
- ✓ Everyone managing and handling personal information understands they are contractually responsible for following good data protection practice and ensuring the confidentiality of information where required,
- ✓ Anybody wanting to make enquiries about handling personal information knows what to do,



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- ✓ Queries about handling personal information are promptly and courteously dealt with,
- ✓ Methods of handling personal information are clearly described,
- ✓ A regular review and audit is made of the way personal information is held, managed and used,
- ✓ Methods of handling personal information are regularly assessed and evaluated,
- ✓ Performance with handling personal information is regularly assessed and evaluated.
- ✓ A breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against the staff concerned.

## 6. BREACH OF POLICY

Should a breach of this policy occur the Head Teacher shall ensure all appropriate organisations and/or persons affected are advised at the earliest possible opportunity. All such breaches shall be reported to the Governing Body.

In case of any queries or questions in relation to this policy please contact the Information Governance Officer on 01743 252774 or email: [information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk)

## 7. REVIEW

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

It will be reviewed by the Full Governors meeting annually at their spring meeting.