



The Dragonfly Federation

East Ruston and Stalham
Infant and Pre-schools

A Flying Start for all



Data Protection Policy

Both schools in The Dragonfly Federation conform to the requirements of the Data Protection Act (DPA). This requires the school to formally notify the Office of the Information Commissioner of:

- the purposes for which the school holds data
- what data is held
- the source of the data
- to whom the data is disclosed
- to which countries the data may be disclosed

This notification is renewed annually (November) as required by the Data Protection Audit.

The keeping of personal data covers facts and opinions relating to an individual. It also includes information regarding the intentions of the data controller, i.e. the school, towards the individual and the action that will follow the processing. For example, altering, destroying, disclosing, disseminating, obtaining and holding, together with a number of other actions, are all incorporated in the concept of processing.

Schools hold information on pupils and in doing so, must follow the requirements of the 1998 Data Protection Act. This means that data held about pupils must only be used for specific purposes that are allowed by the Act. The rules regarding personal data also apply to employees of the school whether teaching or non teaching staff.

Under the Act, schools are 'data controllers' in that they process 'personal data' in which people can be identified individually. When data is obtained from data subjects the data controller must ensure, so far as is practicable, that the data subjects have, or are provided with, or have readily available to them, the following information, referred to as the 'fair processing information':

- details of the data that they hold on them
- the purposes for which they hold the data
- any third parties to whom the information may be passed.

The DPA covers the collection, storing, editing, retrieving, disclosure, archiving and destruction of data and there are eight principles that must be adhered to as well as a number of conditions that apply. The Act has been extended to apply to paper files as well as electronic data, so the principles apply to records and notes that are kept, for example, in teachers' mark books. The Data Protection Principles state that data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with data subject's rights
- secure

In addition, data must not be transferred to other countries without adequate protection.

As a school, we strive to ensure that all personal data is protected by one of the following methods:

- access is by password only
- data is kept under lock and key
- data is kept in the school safe

Only the headteacher and secretary have access to the above.

Signed.....*Joanna*.....(Head Teacher) Date ...16/04/2018

Signed *P. M. Woodhouse*.....(Chair of Governors) Date....16/04/2018.

Review date