



# Windmill Hill Primary School

## DATA PROTECTION and FREEDOM OF INFORMATION POLICY

### OVERVIEW

Windmill Hill Primary School complies with the requirements of the Data Protection Act 1998. The school has put into place systems that ensure that all who have access to any 'personal data' or 'sensitive personal data' held by or on behalf of the school comply with their duties and responsibilities under the Act. To carry out its responsibilities the school has to collect and use information and it is also required by law to collect and use information in order to comply with the statutory requirements. Where proper requests for information are made of the school it will meet its duties under the requirements of the Freedom of information Act.

### OBJECTIVES

1. To ensure that the collection of data and formation will comply with the requirements of the DfE
2. To ensure that all information will be handled and dealt with properly and lawfully in line with the eight principles set out in the Act.
3. To ensure that staff responsible for the safe keeping of data will be trained in their duties and responsibilities.
4. To ensure that all staff carry put their duties under the Data Protection Act 1998 effectively and efficiently.
5. To ensure that the school complies with the requirements of the Freedom of Information Act

### STRATEGIES

1. The headteacher will take specific responsibility for data protection in the school.
2. Data will be collected and processed fairly and lawfully;
3. Data will 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;
4. Data will be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
5. Data will be kept up to date;
6. Data will not be kept for longer than is necessary for that purpose or those purposes;
7. Data will be used in accordance with the rights of data subjects under the Act;
8. Data will be kept secure and held centrally by the school.
9. Data will be treated as confidential by all members of staff and any 'personal data' or 'sensitive personal data' known to staff **MUST NOT** be shared with others without the headteacher's permission.
10. Data collected by the school will not be transferred to disk, memory stick, personal computer or any other device without the headteacher's permission.
11. Data collected and/or held by the school will not be transmitted electronically to any destination without the permission of the headteacher.
12. Data will not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection
13. The headteacher will deal with any request for information in accordance with the requirements of The Freedom of Information Act.

### OUTCOMES

School practices and procedures will meet fully the requirements of the Data Protection Act 1998 and the Freedom of Information Act. All data collected and held by the school will be kept safe.

Revised and adopted by the Governing Body:

Date: September 2016