



Locks Heath Junior School

1.0 Governor Operational Policies

1.4 Data Protection Policy

Approved by Governing Body May 2025
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Signed on behalf of the Governing Body	Name	Date

Revision Status					
Rev	Issue Date	Reason for Issue	Prepared	Approved	
01	19.7.17	2017 review and issue	NF	FGB	
02	May 2022	Review and update to reflect software packages used	JC	FGB	
03	May 2024	Review and update to reflect software packages used			
04	May 2025	Routine review	RL & NF	FGB	

List of Changes to previous revision

Locks Heath Junior School

1.4 Data Protection Policy

Locks Heath Junior School collects and uses personal information (referred to in the Data Protection Act as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is registered as a Data Controller, with the Information Commissioner's Office (ICO). Details are available on the ICO website.

The school issues a Privacy Notice (Appendix 1) to all pupils/parents, this summarises the information held on pupils, why it is held and the other organisations to whom it may be passed on to.

The school issues a Privacy Notice (Appendix 2) to all staff, governors and volunteers, this summarises the information held about them, why it is held and the other organisations to whom it may be passed on to.

Purpose

This policy sets out how the school deals with personal information correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored and whether it is held on paper or electronically.

All school staff and governors involved with the collection, use, processing or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

What is Personal Information/ data?

Personal information or data is information which relates to a living individual who can be identified from that data, or from that data in addition to other information available to them. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

Data Protection Principles

The Data Protection Act 1998 establishes eight principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;

4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security.
8. 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 data protection.

Commitment

The school is committed to maintaining the above principles at all times. Therefore, the school will:

- Inform individuals why personal information is being collected.
- Inform individuals when their information is shared, and why and with whom unless the Data Protection Act provides a reason not to do this.
- Check the accuracy of the information it holds and review it at regular intervals.
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in.
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Ensure that personal information is not retained longer than it is needed.
- Ensure that when information is destroyed that it is done so appropriately and securely.
- Share personal information with others only when it is legally appropriate to do so.
- Comply with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- Ensure that personal information is not transferred outside the EEA without the appropriate safeguards
- Ensure all staff and governors are aware of and understand these policies and procedures.

Complaints

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at www.ico.gov.uk

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Headteacher, or nominated representative.

Contacts

If you have any enquires in relation to this policy, please contact our Data Protection Officer, Rachel Lloyd, who will also act as the contact point for any subject access requests.

Appendix 1

PRIVACY NOTICE

For Pupils at Locks Heath Junior School

Privacy Notice - Data Protection Act 1998

We, **Locks Heath Junior School**, are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well our school is doing
- Issue reading books and materials
- Communicate with you, to ensure you have up to date information

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to.

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE).

We also have local arrangements in place where the school exchanges information with the school nurse.

The sorts of information we hold about your child are:

- Name and address
- Parental Responsibility
- Attendance Records
- Attainment and Progress Records
- School Reports
- Health information
- Consents
- Behaviour and Exclusion information
- Trip and extra curricula activity payment information

In addition, for some children we may hold information in the form of:

- Special Educational Needs information, assessment and provision records
- Emotional Literacy Support Records
- Welfare Records
- Court Orders

If you want more detail about the information held on your child(ren) and/or share, please contact Rachel Lloyd, Senior Admin Officer.

