

LANGTOFT PRIMARY SCHOOL

Policy for Data Protection

1. Introduction

- 1.1 The General Data Protection Regulation (GDPR 2018) is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data.
- 1.2 Personal information is any information that relates to a living individual who can be identified from the information. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video recordings or as sound recordings.
- 1.3 This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the GDPR. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

2. Rationale

- 2.1 Langtoft Primary School collects personal data every year including: staff records, names and contact details of those seeking to admit a child to the school, assessment results, references, money collection. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

2.2 Data Protection Principles

Everyone responsible for using data has to follow strict rules called 'data protection principles'. Article 5 of the GDPR requires that personal data shall be:

- i) processed lawfully, fairly and in a transparent manner in relation to individuals;
- ii) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- iii) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- iv) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- v) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- vi) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against

accidental loss, destruction or damage, using appropriate technical or organisational measures.

- vii) In addition, Article 5(2) requires that the controller shall be responsible for, and be able to demonstrate, compliance with the principles.

2.3 There is stronger legal protection for more sensitive information, such as: ethnic background, political opinions, religious beliefs, health, sexual health, criminal records

3. Responsibilities

3.1 Langtoft Primary School has a legal responsibility to comply with the GDPR. As a result, it must:

- Manage and process personal data properly
- protect the individual's right to privacy
- provide an individual with a copy of the information held on them.

3.2 Every member of staff that holds personal information has to comply with the GDPR when managing that information. Langtoft Primary School is committed to maintaining the Data Protection Principles at all times. This means that the School will:

- Check the quality and accuracy of the information held
- apply the records management policies and procedures to ensure that information is not held longer than is necessary
- ensure that when information is authorised for disposal it is done appropriately
- ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
- only share personal information with others when it is necessary and legally appropriate to do so
- set out clear procedures for responding to requests for access to personal information known as subject access in the GDPR
- train all staff so that they are aware of their responsibilities and of the School's relevant policies and procedures.

4. Further Information and Policy Review

4.1 This policy will be updated as necessary to reflect best practice or amendments made to the GDPR.

4.2 The government's own website provides further information and links:

<https://www.gov.uk/data-protection/the-data-protection-act>

4.3 The Information Commissioner's Office (found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>) provides further detailed guidance on a range of topics including individuals' rights, exemptions from the GDPR, dealing with access requests, how to handle requests from third parties for personal data to be disclosed. Our school is not found on the Register of Data

Controllers because it is a not-for-profit organisation and does not use CCTV for crime prevention.

- 4.4 This policy was reviewed by the *People, Finance and Premises Committee* in February 2021 and is to be reviewed in October 2022 or sooner if changes to the GDPR are made.