

| <b>Data Protection Policy</b> |                    |                                  |                           |
|-------------------------------|--------------------|----------------------------------|---------------------------|
| <b>Date</b>                   | <b>Review Date</b> | <b>Coordinator</b>               | <b>Nominated Governor</b> |
| <b>May 2019</b>               | <b>May 2020</b>    | <b>Grange Park Infant School</b> | <b>R Panesar</b>          |

The Data Protection Policy of the school has been changed to reflect the change in the law of Parliament on 23 May 2018 known as Data Protection Act 2018.

## **1. INTRODUCTION**

- 1.1. Grange Park Infant & Nursery School (“the School”) collects and uses certain types of personal information about staff, pupils, parents and other individuals who come into contact with the School in order provide education and associated functions. The School may be required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the Data Protection Act 2018 (DPA) and other related legislation.
- 1.2. The DPA applies to all computerised data and manual files if they come within the definition of a filing system. Broadly speaking, a filing system is one where the data is structured in some way that it is searchable on the basis of specific criteria (so you would be able to use something like the individual’s name to find their information), and if this is the case, it does not matter whether the information is located in a different physical location.
- 1.3. This policy will be updated as necessary to reflect best practice, or amendments made to data protection legislation, and shall be reviewed every 2 years.

## **2. PERSONAL DATA**

- 2.1. ‘Personal data’ is information that identifies an individual and includes information that would identify an individual to the person to whom it is disclosed because of any special knowledge that they have or can obtain. Any information relating to an identified, or identifiable, individual. This may include the individual’s name (including initials); identification number; location data; online identifier, such as a username. It may also include factors specific to the individual’s physical; physiological; genetic; mental; economic; cultural or social identity.
- 2.2. A sub-set of personal data is known as ‘special category personal data’. This special category data is information that reveals race or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; physical or mental health; an individual’s sex life or sexual orientation; genetic or biometric data for the purpose of uniquely identifying a natural person.
- 2.3. Special Category Data is given special protection, and additional safeguards apply if this information is to be collected and used.

- 2.4. Information relating to criminal convictions shall only be held and processed where there is legal authority to do so.
- 2.5. The School does not intend to seek or hold Special Category Data (previously known as Sensitive personal data) about staff or pupil, except where the School has been notified of the information, or it comes to the School's attention via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as matter of good practice. Staff or parents are under no obligation to disclose to the school their race or ethnic origin, political or religious beliefs, whether or not they are a trade union member or details of their sexual life (save to the extent that details of marital status and /or parenthood are needed for other purposes, e.g. pension entitlements).
- 2.6. The school is required to collect pupil nationality to comply with The Education (Pupil Registration) Regulations 2006. However, parents should be aware they are under no obligation to disclose it.

### **3. THE DATA PROTECTION PRINCIPLES**

- 3.1. The six data protection principles as laid down in the DPA are followed at all times:
  - 3.1.1. personal data shall be processed fairly, lawfully and in a transparent manner, and processing shall not be lawful unless one of the processing conditions can be met;
  - 3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
  - 3.1.3. personal data shall be adequate, relevant, and limited to what is necessary for the purpose(s) for which it is being processed;
  - 3.1.4. personal data shall be accurate and, where necessary, kept up to date;
  - 3.1.5. personal data processed for any purpose(s) shall not be kept in a form which permits identification of individuals for longer than is necessary for that purpose / those purposes;
  - 3.1.6. personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
- 3.2. In addition to this, the School is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).
- 3.3. The School is committed to complying with the principles in 3.1 at all times. This means that the School will:

- 3.3.1. inform individuals about how and why we process their personal data through the privacy notices we issue.
- 3.3.2. be responsible for checking the quality and accuracy of the information;
- 3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the Data Retention Policy;
- 3.3.4. ensure that when information is authorised for disposal it is done appropriately;
- 3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;
- 3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;
- 3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;
- 3.3.8. report any breaches of the DPA in accordance with the procedure in paragraph 12 below.

#### **4. CONDITIONS FOR PROCESSING IN THE FIRST DATA PROTECTION PRINCIPLE**

- 4.1. The individual has given consent that is specific to the particular type of processing activity, and that consent is informed, unambiguous and freely given.
- 4.2. The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.
- 4.3. The processing is necessary for the performance of a legal obligation to which we are subject.
- 4.4. The processing is necessary to protect the vital interests of the individual or another.
- 4.5. The processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in us.

#### **5. USE OF PERSONAL DATA BY THE SCHOOL**

- 5.1. The School processes personal data on pupils, staff and other individuals such as visitors. In each case, the personal data must be processed in accordance with the data protection principles as outlined in paragraph 3.1 above.

##### **Pupils**

- 5.2. The personal data held regarding pupils includes contact details, assessment / examination results, attendance information, characteristics such as ethnic group, special educational needs, any relevant medical information, and photographs.

- 5.3. The data is used in order to support the education of the pupils, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing, together with any other uses normally associated with this provision in a school environment.
- 5.4. In particular, the School may:
- 5.4.1. make personal data, including sensitive personal data, available to staff for planning curricular or extra-curricular activities;
  - 5.4.2. Use photographs of pupils in accordance with the school's photograph policy.
- 5.5. Any wish to limit or object to any use of personal data should be notified to Data Protection Officer in writing, which notice will be acknowledged by the School in writing. If, in the view of Data Protection Officer, the objection cannot be maintained, the individual will be given written reasons why the School cannot comply with their request.

### **Staff**

- 5.6. The personal data held about staff will include contact details, employment history, information relating to career progression, information relating to DBS checks, photographs, occupational pensions. (exhaustive list can be seen in the staff privacy notice)
- 5.7. The data is used to comply with legal obligations placed on the school in relation to employment, and the education of children in a school environment. The School may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.
- 5.8. Staff should note that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as "spent" once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.
- 5.9. Information relating to DBS checks
- 5.9.1. DBS checks are carried out on the basis of the school's legal obligation in relation of the safer recruitment of staff and the DBS information (which will include personal data relating to criminal convictions and offences) is further processed in the substantial public interest, with the objective of safeguarding children. Retention of the information is covered by the Data Retention Policy.
  - 5.9.2. Access to the DBS information is restricted to those staff who have a genuine need to have access to it for their job roles. In addition to the provisions of DPA, disclosure of this information is restricted by section 124 of the r Police Act 1997 and disclosure to third parties will only be made if it is determined to be lawful.
  - 5.9.3. Any wish to limit or object to the uses to which personal data is to be put should be notified to the Data Protection Officer who will ensure that this is recorded, and adhered to if appropriate. If the Data Protection Officer is of the view that it is not

appropriate to limit the use of personal data in the way specified, the individual will be given written reasons why the School cannot comply with their request.

### **Other Individuals**

- 5.10. The school may hold personal information in relation to other individuals who have contact with the school, such as volunteers and guests. Such information shall be held only in accordance with the data protection principles and shall not be kept longer than necessary.

## **6. CCTV**

We use CCTV in various locations around the school site to ensure it remains safe. We will adhere to the ICO's [code of practice](#) for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

## **7. DATA PROTECTION BY DESIGN AND DEFAULT**

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- 7.1. Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- 7.2. Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law
- 7.3. Completing privacy impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- 7.4. Integrating data protection into internal documents including this policy, any related policies and privacy notices
- 7.5. Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- 7.6. Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- 7.7. Maintaining records of our processing activities, including:

7.7.1. For the benefit of data subjects, making available the name and contact details of our school and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)

7.7.2. For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party recipients, how and why we are storing the data, retention periods and how we are keeping the data secure

## **8. SECURITY OF PERSONAL DATA AND STORAGE OF RECORDS**

**8.1.** We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

**8.2.** The School will take reasonable steps to ensure that members of staff will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this Policy and their duties under the DPA. The school will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

**8.3.** In particular:

**8.3.1.** Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use

**8.3.2.** Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access

**8.3.3.** Where personal information needs to be taken off site, staff must sign it in and out from the school office

**8.3.4.** Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals

**8.3.5.** Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices

**8.3.6.** Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our Acceptable use of ICT-Policy and Agreement)

**8.3.7.** Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected

## **9. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

## GRANGE PARK INFANT & NURSERY SCHOOL

- 9.1. The following list includes the most usual reasons that the School will authorise disclosure of personal data to a third party:
- 9.1.1. To give a confidential reference relating to a current or former employee, volunteer or pupil;
  - 9.1.2. for the prevention or detection of crime;
  - 9.1.3. for the assessment of any tax or duty;
  - 9.1.4. where it is necessary to exercise a right or obligation conferred or imposed by law upon the School (other than an obligation imposed by contract);
  - 9.1.5. for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);
  - 9.1.6. for the purpose of obtaining legal advice;
  - 9.1.7. for research, historical and statistical purposes (so long as this neither supports decisions in relation to individuals, nor causes substantial damage or distress);
  - 9.1.8. to publish the results of public examinations or other achievements of pupils of the School;
  - 9.1.9. to disclose details of a pupil's medical condition where it is in the pupil's interests to do so and there is a legal basis for doing so, for example for medical advice, insurance purposes or to organisers of school trips; The legal basis will vary in each case but usually based on explicit consent, the vital interest of the pupil or reasons of substantial public interest (usually safeguarding the pupil or other individuals).
  - 9.1.10. to provide information to another educational establishment to which a pupil is transferring;
  - 9.1.11. to provide information to the Examination Authority as part of the examination process; and
  - 9.1.12. to provide information to the relevant Government Department concerned with national education. At the time of the writing of this Policy, the Government Department concerned with national education is the Department for Education (DfE). The Examination Authority may also pass information to the DfE.
  - 9.1.13. Staff as well as parents are advised to read through the privacy notices issued to them to see clearly with whom we share staff and pupil data and for what purpose.
- 9.2. The DfE uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the nation's education

service as a whole. The statistics are used in such a way that individual pupils cannot be identified from them. On occasion the DfE may share the personal data with other Government Departments or agencies strictly for statistical or research purposes.

9.3. The School may receive requests from third parties (i.e. those other than the data subject, the School, and employees of the School) to disclose personal data it holds about pupils, their parents or guardians, staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or the School.

9.4. All requests for the disclosure of personal data must be sent to the Head teacher via the school office. The Headteacher will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

## **10 DISPOSAL OF RECORDS**

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

## **11. CONFIDENTIALITY OF PUPIL CONCERNS**

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes disclosure will be in the best interests of the pupil or other pupils. Disclosure for a safeguarding purpose will be lawful because it will be in the substantial public interest.

## **12. SUBJECT ACCESS REQUESTS**

12.1. Anybody who makes a request to see any personal information held about them by the School is making a subject access request. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure, provided that they constitute a "filing system"

12.2. The individual's full subject access right to know includes:

12.2.1. Whether personal data about him or her are being processed

12.2.2. The purpose of the processing

12.2.3. The categories of personal data concerned



- 12.2.4. And third party with whom their personal data have been or will be disclosed
  - 12.2.5. The envisaged period for which the data will be stored or where that is not possible, the criteria used to determine how long the data are stored
  - 12.2.6. The existence of right to request rectification or erasure of personal data or restriction of the processing or to object to the processing
  - 12.2.7. The right to lodge a complaint with the Information Commissioner's Office
  - 12.2.8. Where the personal data are not collected from the individual, any available information as to their source
  - 12.2.9. Details of safeguarding in place for any transfer of their data to locations outside the European Economic Area.
- 12.3. All requests should be sent to Data Protection Officer within 3 working days of receipt and must be dealt with in full without delay and at the latest within one month of receipt.
- 12.4. Access to records will be refused in instances where an exemption applies, for example, information sharing may place the individual at risk of significant harm or jeopardise police investigations into any alleged offence(s).
- 12.5. A subject access request must be made in writing. The School may ask for any further information reasonably required to locate the information.
- 12.6. An individual only has the automatic right to access information about themselves, and care needs to be taken not to disclose the personal data of third parties where consent has not been given, or where seeking consent would not be reasonable, and it would not be appropriate to release the information. Particular care must be taken in the case of any complaint or dispute to ensure confidentiality is protected.
- 12.7. All files must be reviewed by Data Protection Officer before any disclosure takes place. Access will not be granted before this review has taken place.
- 12.8. Where all the data in a document cannot be disclosed a permanent copy should be made and the data obscured or retyped if this is more sensible. A copy of the full document and the altered document should be retained, with the reason why the document was altered.
- 12.9. The parent of a pupil is entitled under the Education (Pupil Information) Regulations 2005 to ask for a copy of their child's educational records which the school has to provide within 15 days. Some information may be exempt from disclosure e.g. information about other pupils.

### **13. EXEMPTIONS TO ACCESS BY DATA SUBJECTS**

- 13.1. Where a claim to legal professional privilege could be maintained in legal proceedings, the information is likely to be exempt from disclosure unless the privilege is waived.
- 13.2. There are other exemptions from the right of subject access. If we intend to apply any of them to a request, then we will usually explain which exemption is being applied and why.

## **14. OTHER RIGHTS OF INDIVIDUALS**

- 14.1. The School has an obligation to comply with the rights of individuals under the law and takes these rights seriously. The following section sets out how the School will comply with the rights to:
- 14.1.1. object to Processing;
  - 14.1.2. rectification;
  - 14.1.3. erasure; and
  - 14.1.4. data Portability.

### **Right to object to processing**

- 14.2. An individual has the right to object to the processing of their personal data on the grounds of pursuit of a public interest (grounds 4.5 above) where they do not believe that those grounds are adequately established.
- 14.3. Where such an objection is made, it must be sent to Data Protection Officer within 2 working days of receipt, and Data Protection Officer will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.
- 14.4. Data Protection Officer shall be responsible for notifying the individual of the outcome of their assessment within 20 working days of receipt of the objection.

### **Right to rectification**

- 14.5. An individual has the right to request the rectification of inaccurate data without undue delay. Where any request for rectification is received, it should be sent to Data Protection Officer within 2 working days of receipt, and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and the individual notified.
- 14.6. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data and communicated to the individual. The individual shall be given the option of a review under the data protection complaints procedure, or an appeal made direct to the Information Commissioner.

- 14.7. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

#### **Right to erasure**

- 14.8. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

14.8.1. where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;

14.8.2. where consent is withdrawn and there is no other legal basis for the processing;

14.8.3. where an objection has been raised under the right to object, and found to be legitimate;

14.8.4. where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);

14.8.5. where there is a legal obligation on the School to delete.

- 14.9. Data Protection Officer will make a decision regarding any application for erasure of personal data and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.

#### **Right to restrict processing**

- 14.10. In the following circumstances, processing of an individual's personal data may be restricted:

14.10.1. where the accuracy of data has been contested, during the period when the School is attempting to verify the accuracy of the data;

14.10.2. where processing has been found to be unlawful, and the individual has asked that there be a restriction on processing rather than erasure;

14.10.3. where data would normally be deleted, but the individual has requested that their information be kept for the purpose of the establishment, exercise or defence of a legal claim;

14.10.4. where there has been an objection made under para 13.2 above, pending the outcome of any decision.

#### **Right to portability**

- 14.11. If an individual wants to send their personal data to another organisation they have a right to request that the School provides their information in a structured, commonly used, and machine-readable format. As this right is limited to situations where the School is processing the information on the basis of consent or performance of a contract, the situations in which this right can be exercised will be quite limited. If a request for this is made, it should be forwarded to Data Protection

Officer within 2 working days of receipt, and Data Protection Officer will review and revert as necessary.

## **15. BREACH OF ANY REQUIREMENT OF THE DPA**

- 15.1. Any and all breaches of the DPA, including a breach of any of the data protection principles shall be reported as soon as it is/they are discovered, to Data Protection Officer.
- 15.2. Once notified, the Data Protection Officer shall assess:
  - 15.2.1. the extent of the breach;
  - 15.2.2. the risks to the data subjects as a consequence of the breach;
  - 15.2.3. any security measures in place that will protect the information;
  - 15.2.4. any measures that can be taken immediately to mitigate the risk to the individuals.
- 15.3. Unless Data Protection Officer concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of the School, unless a delay can be justified.
- 15.4. The Information Commissioner shall be told:
  - 15.4.1. details of the breach, including the volume of data at risk, and the number and categories of data subjects;
  - 15.4.2. the contact point for any enquiries (which shall usually be Data Protection Officer);
  - 15.4.3. the likely consequences of the breach;
  - 15.4.4. measures proposed or already taken to address the breach.
- 15.5. If the breach is likely to result in a high risk to the rights and freedoms of the affected individuals then Data Protection Officer shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.
- 15.6. Data subjects shall be told:
  - 15.6.1. the nature of the breach;
  - 15.6.2. who to contact with any questions;
  - 15.6.3. measures taken to mitigate any risks.
- 15.7. Data Protection Officer shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the governing body and a decision made about implementation of those recommendations.

## **16 LINKS WITH OTHER POLICIES**

This data protection policy is linked to our:

Freedom of information policy

Acceptable use of ICT- Policy and Agreement

Data Retention Policy

## **17 CONTACT**

If anyone has any concerns or questions in relation to this policy they should contact the School on 020 3886 0887, or email [grangepkinf@gpin.school](mailto:grangepkinf@gpin.school).