



Manor Park CE (VC) First School

Statement of Data Protection Policy

This is a statement of data protection policy adopted by MANOR PARK CE FIRST SCHOOL

The School recognises that in order that it can operate and meet its legal obligations it needs to collect, use and share personal data as defined by the Data Protection Act 1998. It also recognises that this personal information must be dealt with properly however it is collected, recorded and used, whether on paper, electronic or recorded in any other form and there are safeguards to ensure this is in the Data Protection Act 1998.

The School regards the lawful and correct treatment of personal information as very important to its successful operation, and recognises the need to maintain confidence between those with whom it deals and the School. The It also recognises the need to ensure that it treats personal information lawfully and correctly.

To this end the School fully endorses the Principles of data protection, as shown in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- A. shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- B. shall 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.
- C. shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- D. shall be accurate and, where necessary, kept up to date;
- E. shall not be kept any longer than is necessary for that purpose or those purposes;
- F. shall be processed in accordance with the rights of data subjects under the Act;
- G. appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
- H. shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Therefore, the School will, through appropriate management, and strict application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used;
- apply strict checks to determine the length of time information is held;



- ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken: the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct rectify, block or erase information which is regarded as wrong information.);
- take appropriate technical and organisational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards.

In addition, the School will ensure that:

- there is someone with specific responsibility for data protection in the organisation. (Currently, the Nominated Person is **Mrs M Pallister**);
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquires about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- methods of handling personal information are clearly described;
- a regular review and audit is made of the way personal information is managed;
- methods of handling personal information are regularly assessed and evaluated;
- performance with handling personal information is regularly assessed and evaluated.

Access to personal information;

Under the provisions of the Act, individuals have a general right of access to personal information which relates to them, although there are some exemptions to this right. In certain circumstances, this right may be exercised by parents (or those with parental responsibility) on behalf of the pupil.

The school may impose a charge up to the maximum permitted by law and must comply with any such request within the statutory time limit. Both of these will be governed by the associated data protection regulations in force at the time of the request.

Complaints about the school's use of personal information:

In the first instance, all complaints relating to the collection, use and sharing of personal information should be referred to the school's complaints process. If after exhausting this process you remain dissatisfied, you can refer your complaint to the Information Commissioner at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone helpline - 0303 123 1113

Web: <http://ico.org.uk/>

