



THE BEMROSE SCHOOL

DATA PROTECTION POLICY

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ADOPTED: JULY 2015

DATA PROTECTION POLICY

This policy relates to electronic and paper based records.

The Bemrose School complies with the Data Protection Act 1998. This means that, among other things, the data held about pupils and adults must only be used for specific purposes allowed by law. Data will be accurate, be kept up to date and be held securely. Information will be used only for the purpose for which it was collected. Data will not be kept for longer than is necessary for it to fulfil its purpose. Personal information will be kept confidential though it can be shared if the subject has been told in advance.

PUPILS

The school holds information on pupils to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, personal characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to Local Authorities, the Department for Education and to agencies that are prescribed by law, such as Ofsted, Department of Health and National Health Service providers.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Parents can use this right on their behalf if they are too young to do so themselves. Separately from the Data Protection Act, the Education Act provides a pupil's parent, regardless of the age of the pupil, with the right to view, or to have a copy of, their child's educational record at the school. See the Pupil Records Policy for more detail.

Parents are issued with a Fair Processing Notice when their child first registers at the school.

Connexions is the government's support service for all young people aged 13 to 19 in England. It also provides support up to the age of 25 for young people who have learning difficulties, disabilities or both. For pupils approaching or above age 13 the school is required to pass on information to the Connexions Service on request. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment. However, only the name and address of the pupil and parents can be stored if the parents, or the pupil themselves if aged 16 or over, request. If parents or guardians or pupils aged 16 or over do not want Connexions to receive from school information beyond name and address then the school will not pass on this information if it has been so notified.

From April 2013 some of Connexions responsibilities have been subsumed by the Local Authority. The Local Authority is now responsible for providing these services to all young people aged 13 to 19. The school will still need to exchange data with Connexions and other training providers. The school will continue to follow the same protocols in this respect as was done previously.

PUPIL PHOTOGRAPHS

To comply with the Data Protection act 1998, parents' permission is needed before the school takes any images for both promotional and education purposes. When a child is registered the parents are asked to complete this form:

Photograph and video consent form

May we use photographs of your son / daughter in our;

| | YES ✓ | NO ✓ |
|----------------------------------|----------|---------|
| Printed promotional publications | | |
| Advertising | | |
| Website | | |
| Promotional Videos | | |
| Education Video clips | | |

Please make sure that you keep a copy of this form before returning it to your child's Form Tutor as soon as possible. **If you do not complete this form we will presume that you have no objections to us using photographs / videos of your son / daughter in any of the above promotions.** If you would like us to stop using the photographs / video clips, please contact us in writing at the school address.

Conditions of use

- We will not include personal e-mail or postal addresses or telephone or fax numbers on video or on our website or in printed publications and advertising.
- We may use group or class images with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
- We may use the image in literature unrelated to when the picture was actually taken.
- We may include the full name of the student with their image providing consent has been given.
- These images may also be used by partner agencies of Derby City Council.

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for purposes of Bemrose School.

Important – websites can be viewed worldwide, not just in the United Kingdom where UK law applies. The conditions for using these images are as stated above.

I have read and understood the conditions of use and give my permission for photographs & video clips to be taken of my child as stated above.

Signature of parent..... Date

DISCLOSURE TO THE POLICE

There is an exemption under Data Protection for the prevention and detection of crime and for the prosecuting and apprehending of offenders. The school will disclose information for these purposes upon a written request from the police.

DISCLOSURE TO SUBJECTS

Parents and children over 12 can ask to see the data held on them. This is called a Subject Access Request. This must be asked for in writing. The school will then comply with the request within 40 calendar days. The Education Act 1996 also gives rights to parents to see a copy of their child's education record. In the case of absent parents they must prove they are the biological parent before information is given.

RETENTION OF RECORDS

- Pupils' files shall be forwarded to the next school if the pupil is remaining in compulsory education. Having left at 16 or 18 the files will be retained for 7 years.
- Staff files will be retained for 6 years after the departure of the member of staff.
- Application forms of unsuccessful candidates will be retained for one year after interviews.

DATA CONTROLLER

The data controller in The Bemrose School is the School Business Manager. They will ensure that the school is registered with the Information Commissioner's Office annually.

PERFORMANCE INDICATORS

- There are no challenges under the law