

# Hadrian Primary School

## Data Protection Policy



**Date: September 2024**

**Review: September 2027**

**Staff responsible:**

**Mr Brown Head Teacher**

**Mr D Newton School Governor**

Hadrian Primary 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.

## **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](http://www.ico.gov.uk)

## **Review**

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

## **Contacts**

If you have any enquires in relation to this policy, please contact the Head teacher who will also act as the contact point for any subject access requests.

Appendix A

## HADRIAN PRIMARY SCHOOL PUPIL PRIVACY NOTICE

### Privacy Notice - Data Protection Act 1998

We at Hadrian Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school or South Tyneside Council. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

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

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact the head teacher. If you require more information about how the Local Authority and/or DfE store and use your information, then please go to the following websites:

For South Tyneside Council [www.southtyneside.info](http://www.southtyneside.info)  
and for the DfE (What DfE does with pupils' and children's data)  
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/> (Who DfE passes pupil data to)

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE.

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)

email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

## Appendix B

### HADRIAN PRIMARY SCHOOL STAFF PRIVACY NOTICE

School Workforce: those employed or otherwise engaged to work at the school

Privacy Notice - Data Protection Act 1998

We at Hadrian Primary School are the Data Controller for the purposes of the Data Protection Act. Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and/or enable individuals to be paid.

The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring;

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration

details, qualifications and absence information. We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to. We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- [www.southtyneside.info](http://www.southtyneside.info)
- [www.teachernet.gov.uk/management/ims/datamanagement/privacy/privacy/notice/workforce\\_data](http://www.teachernet.gov.uk/management/ims/datamanagement/privacy/privacy/notice/workforce_data)

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0870 000 22