



Willow Wood Primary School

Data Protection Policy

Introduction

Willow Wood Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Privacy Notice to all pupils/parents; this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 2018, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically in line with the UK's implementation of the General Data Protection Regulation (GDPR).

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

What is Personal Information?

Personal information or data is defined as data which relates to a living individual - who can be identified from that data - or other information held.

Data Protection Principles

The Data Protection Act 2018 establishes that everyone responsible for using personal data has to follow strict rules called 'data protection principles'. Data controllers must be able to demonstrate that information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage



There is stronger legal protection for more sensitive 'special category' information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

This document meets the requirement at Sch 1, Para 1 of the Data Protection Act 2018 that an appropriate policy document be in place where the processing of special category personal data is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection.

It also meets the requirement at Sch 1, Para 5 of the Data Protection Act 2018 that an appropriate policy document be in place where the processing of special category personal data is necessary for reasons of substantial public interest. The specific conditions under which data may be processed for reasons of substantial public interest are set out at Sch 1, Paras 6 to 28 of the Data Protection Act 2018 and the School intends to rely on these as and when appropriate, with particular reliance on Para 18, 'Safeguarding of children and individuals at risk' and Para 17, 'Counselling'.

General Statement

The school is committed to maintaining the above principles at all times. Therefore the school will:

- Inform individuals why the information is being collected, including the lawful basis to do so, when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate or required to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Designate a Data Protection Officer
- Maintain Records of Processing Activities (ROPAs)
- Undertake Data Protection Impact Assessments (DPIAs) where the use of personal data, especially using new technologies, may result in high risk to individuals rights and interests
- Ensure our staff are aware of and understand our policies and procedures. Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to information handling may be referred to the School's Data Protection Officer for advice and support.

Contacts

If you have any enquires in relation to this policy, please contact the Headteacher- who will act as the contact point for any subject access requests. Further advice and information is available from the School's Data Protection Officer via data.protection@sunderland.gov.uk, or via the Information Commissioner's Office, www.ico.gov.uk or telephone 01625 5457453.



Appendix 1

Willow Wood School's procedures for responding to subject access requests made under the Data Protection Act 2018 and Rights of access to information:-

There are two distinct rights of access to information held by schools about pupils.

1. Under the Data Protection Act 2018 any individual has the right to make a request to access the personal information held about them.
2. The right of those entitled to have access to curricular and educational records as defined within the Education Pupil Information (England) Regulations 2005.

These procedures relate to subject access requests made under the Data Protection Act 2018.

Making a subject access request

1. Requests for information should be submitted directly to the Headteacher, Mrs Robertson. If the initial request does not clearly identify the information required, then further enquiries will be made with the requester.
2. The identity of the requestor must be established before the disclosure of any information, and checks should also be carried out regarding proof of relationship to the child. Evidence of identity can be established by requesting production of:
 - passport
 - driving license
 - utility bills with the current address
 - Birth / Marriage certificate
 - P45/P60
 - Credit Card or Mortgage statement

NB - this list is not exhaustive.

3. Any individual has the right of access to information held about them. However, with children, this is dependent upon their capacity to understand (normally age 12 or above) and the nature of the request. The Headteacher may need to discuss the request with the child and take their views into account when making a decision. A child with competency to understand can refuse to consent to the request for their records. Where the child is not deemed to be competent an individual with parental responsibility or guardian shall make the decision on behalf of the child.



5. The response time for subject access requests, once officially received, is one calendar month. However the response period will not commence until after any required clarification of information sought.

6. The Data Protection Act 2018 provides a range of exemptions from the provision of some information; therefore all information will be reviewed prior to disclosure to establish whether any exemptions apply.

7. Where information held by the School originated from external organisations, such as the Police, Local Authority, Health Care professional or another school, the School may need to contact the organisation to establish if they are aware of any applicable exemptions. There is still a need to adhere to the one calendar month statutory timescale.

8. Any information which may cause serious harm to the physical or mental health or emotional condition of the pupil or another should not be disclosed, nor should information that would reveal that the child is at risk of abuse, or information relating to court proceedings.

9. If there are concerns over the disclosure of information then additional advice will be sought from the School's Data Protection Officer.

10. Where redaction (information blacked out/removed) has taken place then a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.

11. Information disclosed should be clear, thus any codes or technical terms will need to be clarified and explained. If information contained within the disclosure is difficult to read or illegible, then it should be retyped.

12. Information can be provided at the school with a member of staff on hand to help and explain matters if requested, or provided at face-to-face handover. The views of the applicant should be taken into account when considering the method of delivery. If postal systems have to be used then registered/recorded mail must be used.

Complaints

Complaints about the above procedures should be made to the Chairperson of the Governing Body – Cllr Paul Stewart - who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaints procedure.

Complaints which are not appropriate to be dealt with through the school's complaint procedure may be referred to the School's Data Protection Officer for advice and support. Contact details of both will be provided with the disclosure information.