

Woodlands Community Primary School

Data Protection Policy and Privacy Notice



Ratified by Governors	
Date for Review	February 2018
Signed – Chair of Governors	
Signed – Headteacher	

DATA PROTECTION POLICY

Woodlands Primary School adopts the principles of data protection as outlined in the Data Protection Act 1998 as outlined below.

The Principles of the Data Protection Act 1998

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - a) At least one of the conditions in Schedule 2 is met and
 - b) In the case of sensitive personal data, at least one of the conditions in schedule 3 is also met
2. Personal data 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.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purposes or those purposes.
6. Personal data shall be processed in accordance with the rights of data subject under this Act.
7. Appropriate technical and organizational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, of, or damage to, personal data.
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 protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This Policy is to be reviewed every two years

To meet the requirements of the Data Protection Act (DPA) 1998, schools need to issue a Privacy Notice (formerly Fair Processing Notice) to parents summarising the information held about pupils, why it is held, and the third parties with whom

it may be shared.

PRIVACY NOTICE
Data Protection Act 1998

We **WOODLANDS PRIMARY SCHOOL** are a 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. 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 ethnic group, any special educational needs and 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 (LA) and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Baker/Mrs Bryan in the school office

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

- Wirral Council website - <http://www.wirral.gov.uk/my-services/childrens-services/about-childrens-services/childrens-records>
- DfE website – <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the School Office for the LA information or the DfE as follows:

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
tel: 0370 000 2288