



# Data Protection Policy

Date: July 2020

Review date: July 2021

Approved by Advisory Board: July 2020

Linked with other policies:

- Admissions
- GDPR
- Workforce Privacy
- Privacy Notice

Signed:

A handwritten signature in blue ink, appearing to read "S. Day".

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174

Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

All Saints School collects and uses personal information (referred to in the Data Protection Act as personal data) about staff, students, 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.

The school is registered as a Data Controller, with the Information Commissioner's Office (ICO). Details are available on the ICO website.

The school issues a Privacy Notice to all students/parents, when children join the school, this summarises the information held on students, why it is held and the other organisations to whom it may be passed on to – a review document will be sent to parents/carers if required.

### **Purpose**

This policy sets out how the school deals with personal information correctly and securely and in accordance with the Data Protection Act 1998, the GDPR 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 Directors 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 and GDPR establishes principles that must be adhered to at all times:

- Personal data shall be processed fairly and lawfully;
- Personal data shall be obtained only for one or more specified and lawful purposes;
- Personal data shall be adequate, relevant and not excessive;
- Personal data shall be accurate and where necessary, kept up to date;
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998 and GDPR;
- Personal data shall be kept secure i.e. protected by an appropriate degree of security;
- 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/GDPR 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 – (staff files accessed only by Rachel Smith, Sam Dangerfield and Claire Boughton; student files access by office staff, teachers, and teaching

assistants) 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 Directors are aware of and understand these policies and procedures.

### **Subject Access Rights (SARs)**

Individuals have a right to access any personal data relating to them, which is held by the school. Any individual wishing to exercise this right should apply in writing to the school Finance Director via the school's address.

Any member of staff receiving an SAR should forward this to the school Finance Director. The school reserves the right to charge a fee for data subject access requests (currently £25).

### **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)

### **Contacts**

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

## PRIVACY NOTICE

### Privacy Notice - Data Protection Act 1998 / GDPR

All Saints School is 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, Norfolk County Council and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on an individual child's progress;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well the school is doing.

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

**We will not give information about any child to anyone outside the school without specific consent unless the law allows us to.** We follow the Norfolk CC policy on Information Sharing & Confidentiality

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about your child that we hold and/or share, please contact the Headteacher, or their nominated representative in school.

If you require more information about how the DfE store and use your information, then please go to the following website:

For the DfE:

<http://webarchive.nationalarchives.gov.uk/20140111034813/http://www.education.gov.uk/b212337/datause/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites please contact the DfE as follows:

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: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

*Once a child is aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your area.* This is the local authority support service for young people aged 13 to 19 in England.

However, until a child is aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to an individual on their 16th birthday.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm).

## Freedom of Information Publication Scheme

### **Publication scheme on information available under the freedom of information act 2000**

The Directorship is responsible for maintenance of this scheme.

#### **1. Introduction: What A Publication Scheme Is And Why It Has Been Developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information, which we hold, may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

#### **2. Aims and Objectives**

- **Effective Learning:** To provide effective learning experiences appropriate to the individual and to enable all individuals to fulfil their potential.
- **Secure Environment:** To provide a secure and caring environment for all the students.
- **Work Attitudes:** To encourage the students to develop enthusiasm, self-confidence, a spirit of enquiry, a pride in their work and the ability to work with others.
- **Parental Involvement:** To foster a sense of partnership between home and school so that parents will feel committed and involved in the life of the school.
- **Respect:** To promote self-respect and respect for other people, regardless of Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation. (In Alphabetical order)
- **Broad and Balanced Curriculum:** To help students acquire a range of skills, knowledge and understanding that is broad and balanced in nature and relevant to their personal growth and to their adult life and to prepare them for life in the 21<sup>st</sup> century.
- **Community Awareness:** To increase students' awareness of their role and responsibilities in the community and to develop constructive links with the community.
- **Progression through Education:** To facilitate the students' progress between nursery, primary and secondary phases.

This publication scheme is a means of showing how we are pursuing these aims.

#### **3. Categories of Information Published**

The publication scheme guides you to information, which we currently publish, are available on request subject to safeguards regarding confidentiality or which we will publish in the future.

- **School Prospectus** - Information published in the School Prospectus
- **Directors' Documents** - Information published for and by The Directorship

- **Students and Curriculum** - Information about policies that relate to students and the school curriculum
- **School Policies and Other Information Related to the School** - Information about policies that relate to the school in general
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#### 4. How to Obtain or Request Information

If you require a paper version of any of the documents within this scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:  
All Saints School, School Road, Lessingham, Norwich, Norfolk NR12 0DJ 01692 582083  
office@allsaintslessingham.co.uk

Please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

#### 5. Paying for Information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications, we will let you know the cost before fulfilling your request.

## 6 Information Currently Published\*

*\*Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this*

<b>Class</b>	<b>Description</b>
<b>School Prospectus – about our school</b>	<ul style="list-style-type: none"><li>• Information about aspects of the curriculum – including teaching reading, phonics and mathematics</li><li>• Information about the school’s policy on providing for students with special educational needs, a description of the policies relating to students with additional needs, including facilities to improve access and the accessibility plan. EAL.</li><li>• Curriculum assessment results for appropriate Stages</li><li>• The arrangements for visits to the school by prospective parents</li></ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"><li>• The name, address and telephone number of the school and the type of school</li><li>• The category of the school</li><li>• The names of the Headteacher and Directors</li><li>• Information on the school policy on admissions</li><li>• A statement of the school’s ethos and values</li></ul>
<b>Student and Curriculum Policies</b>	<ul style="list-style-type: none"><li>• Home School Expectations</li><li>• Curriculum Plans</li><li>• Relationship and Sex Education</li><li>• Special Educational Needs and Disability</li><li>• Accessibility Plan</li><li>• Single Equality Scheme</li><li>• Behaviour Management</li><li>• Child Protection Policy</li></ul>
<b>School Policies and Additional Information</b>	<ul style="list-style-type: none"><li>• Ofsted report</li><li>• Charging and Remissions Policy</li><li>• School session times and term dates</li><li>• Health and Safety Policy</li><li>• Complaints Procedure</li><li>• Performance Management of Staff</li></ul>

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have. If you want to make any comments about this publication or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at the school.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to

The Information Commissioner's Office.

This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or

Enquiry/Information: 01625 545700 Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)