



St John Vianney Catholic Primary School

Data Protection Procedures

Introduction

St John Vianney Primary School collects and uses various types of information about Staff, Pupils, Parents and other individuals who come into contact with school, such information is used in school for educational purposes and contacting parents in emergencies etc. We have statutory obligations with the Local Authority, NHS and other government agencies and this process is done making sure the appropriate procedures are followed.

This policy is intended to ensure that personal information must be dealt with correctly and securely in accordance with the Data Protection Act 1998 and other related legislation. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

Data Protection Procedures

- Data must be processed fairly and lawfully
- Personal data shall be obtained only for one or more specific and lawful process
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which they are processed
- Personal data shall be accurate and where necessary kept up to date
- Personal data processed for any purpose shall not be kept for any longer than is necessary.
- Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data.
- Personal data shall not be transferred to a country outside the EEA, 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.

Sharing Information Procedures

- Make sure to identify by name the person you are giving the information to
- Inform the person that the information is confidential
- Confirm what the information is to be used for
- Record accurately what has been shared and why the information has been requested along with full details of the person requesting the data
- Make sure all correspondence, electronic or written is marked 'Private and Confidential'
- Remember not all email is confidential or secure
- Ask recipient to confirm receipt of information

Office Procedure

St John Vianney Primary School is committed to maintaining the Data Protection and Data Handling procedures at all times.

We shall make sure that we:

- Inform Parents or Staff members what collected information is used for when we request it
- Apply our records management policies and procedures to ensure that information is not held longer than is necessary
- Ensure that when information is authorised for disposal it is done appropriately
- Ensure appropriate security measures to safeguard personal information whether that is held in paper files or on our computer system
- Train our staff so that they are aware of our policies and procedures
- This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998
- Ensure that when a member of staff leaves their workstation they logout of all computer systems fully
- Make ALL staff aware that personal student data must not be taken out of school on a laptop, pen drive.

Review date: October 2021