



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

# **L A L E H A M L E A S C H O O L & N U R S E R Y**

## **D A T A P R O T E C T I O N P O L I C Y**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

### **Person responsible for this policy:**

Karen Barry  
Head teacher

The School is registered under the Data Protection Act.



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## **General Statement of the School's Duties**

The School is required to process relevant personal data regarding workers as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

## **Data Protection Controller**

The School has appointed the Head teacher /SBM as the Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

## **The Principles**

The School shall so far as is reasonably practicable comply with the Data Protection Principles (the Principles) contained in the Data Protection Act to ensure all data is:

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection

## **Personal Data**

Personal data covers both facts and opinions about an individual. It includes information necessary for employment such as the worker's name and address and details for payment of salary.

## **Processing of Personal Data**

A worker's consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the worker



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## **Sensitive Personal Data**

The School may, from time to time, be required to process sensitive personal data regarding a worker. Sensitive personal data includes medical information and data relating to gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the worker will generally be required in writing.

## **Rights of Access to Information**

Workers have the right of access to information held by the School, subject to the provisions of the Data Protection Act 1998. Any worker wishing to access their personal data should put their request in writing to the DPC. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. The information will be imparted to the worker as soon as is reasonably possible after it has come to the School's attention.

## **Exemptions**

Certain data is exempted from the provisions of the Data Protection Act which includes the following:

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

## **Accuracy**

The School will endeavour to ensure that all personal data held in relation to workers is accurate. Workers must notify the DPC of any changes to information held about them. A worker has the right to request that inaccurate information about them is erased.



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## **Enforcement**

If a worker believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, the worker should utilise the School grievance procedure and should also notify the DPC.

## **Data Security**

The School must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. This is in relation to data belonging to both staff and pupils. As such, no member of staff is permitted to remove personal data from School premises, whether in paper or electronic form and wherever stored, without prior consent of the Head or Bursar. Where a worker is permitted to take data offsite it will need to be encrypted.

## **5. USE OF TELEPHONE, E-MAIL SYSTEMS AND INTERNET**

Computers are increasingly becoming an integral part of our lives, both working and personal. Use of the Internet, sending and receiving e-mails are very simple operations and their ease of use can be their biggest drawback. Please make sure that you are familiar with and adhere to the following policy.

This Policy applies to the use of

- all internet and electronic mail facilities, multi-user computers, workstations, microcomputers, and any networks connecting them provided by the School;
- all hardware owned, leased, rented or otherwise provided by a member of staff and connected to or otherwise accessing School networks or other facilities;

Hardware owned, leased, rented or otherwise provided by staff may be directly connected only by arrangement with, and with the explicit approval of the Bursar.

The system must be used only in connection with your duties for which the School employs you.

Limited use of E-mail and Internet facilities for personal purposes is permitted. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this Policy and must not disrupt staff duties. Abuse or excessive use of the e-mail and/or Internet will be dealt with through the disciplinary procedure.



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You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, you must not:

- create, transmit or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence, and you must not create, transmit or cause to be transmitted offensive obscene or indecent material;
- create, transmit or cause to be transmitted defamatory material;
- create, transmit or cause to be transmitted material such that the copyright of another person is infringed;
- download any files unless virus scanned
- use networked computing equipment for playing computer games;
- gain deliberate unauthorised access to facilities or services accessible via local or national networks;
- transmit by e-mail any confidential information of the School otherwise than in the normal course of your duties;
- send any message internally or externally which is abusive, humiliating, hostile or intimidating;
- join any mailing groups or lists without the consent of the School.
- you must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people;
- disclose passwords to third parties without the consent of the School.

You must:

- observe this policy at all times and note the disciplinary consequences of non-compliance which in the case of a gross breach or repeated breach of the Policy, may lead to dismissal;
- ensure that you use the School standard e-mail sign off and disclaimer for all external e-mail;
- produce and write e-mail with the care normally given to any form of written communication;
- appreciate that electronic mail is relatively insecure and consider security needs and confidentiality before transmission

The School reserves the right to monitor staff communications in order to

- establish the existence of facts
- ascertain compliance with regulatory or self-regulatory procedures
- monitor standards which are achieved by persons using the system in the course of their duties and for staff training purposes
- to prevent or detect crime
- to investigate or detect unauthorised use of the School's telecommunication system



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- ensuring the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destination
- to gain access to routine business communications for instance checking voice mail and e-mail when staff are on holiday or on sick leave