



DATA PROTECTION POLICY

Introduction

Springfield collects and uses personal information regarding students, their families and staff employed by the school. This information is gathered in order for the school to carry out its functions, some of which are statutory. Schools are obliged to notify the Information Commissioner's Office that they process personal data.

All schools share personal information with other organisations including local authorities, other schools and social services.

Definitions

Personal data is information which relates to an identifiable living individual that is processed as data. Sensitive personal data is information that relates to, for example, race and ethnicity, religious beliefs, physical or mental health, sexuality and criminal offences; there are greater legal restrictions regarding sensitive personal data.

The Data Protection Act (DPA) requires organisations to strike the right balance in processing personal information so that individuals' privacy is respected.

Data Protection Act

Springfield aims to comply with the principles of the DPA which, in paraphrase, require that personal data:

- is processed fairly and lawfully;
- is obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes;
- is accurate and, where necessary, kept up to date;
- is adequate, relevant and not excessive in relation to the purposes for which it is processed;
- is not kept for longer than is necessary for these purposes;
- is processed in accordance with the rights of data subjects under the DPA;
- is protected by appropriate technical and organisational measures against unlawful processing and against accidental loss, destruction or damage; and
- is not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information.

Subject Access Requests

The DPA gives individuals the right to request the personal information that a school holds about them. However, there are some exemptions to the rights of access to information in certain records held by the school.

Parents can make subject access requests on their children's behalf if the children are deemed too young to look after their own affairs or they have consented to their parents doing this on their behalf; *ICO guidance suggests that a child of 12 years old or above would usually have the maturity to make this decision.*

Subject access requests:

- should be made formally in writing to the Headteacher;
- need to be answered within 40 calendar days of receipt;
- will be subject to a minimum standard fee of £10 (additional administrative charges may apply);
- and require the requester's identity and relation to the child to be verified (appropriate verification includes passport, driving licence, P45/P60).

Any concerns or complaints pertaining to data protection will be dealt with in accordance with the school's Complaints Policy.

The school reserves the right to seek appropriate legal/professional advice when responding to SARs or other data protection issues if required.

Freedom of Information

Springfield is committed to openness and, as a local authority school, works within the framework of Portsmouth City Council's Freedom of Information Policy. Further information can be accessed via the council's website (link below) or by emailing foi@portsmouthcc.gov.uk
<https://www.portsmouth.gov.uk/ext/the-council/freedom-of-information.aspx>

The school's 'Guide to information available from Springfield School under the model publication scheme of the Freedom of Information Act' (published on the school's website) provides further information regarding FOI requests from the school.

Equality Policy compliant: objective 7

References:

The Guide to Data Protection – ICO – March 2015

The Guide to Freedom of Information - ICO – December 2015

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Finance & Site Committee