

# Petworth CofE Primary School

## Data Protection Policy



Reviewed:	April 2017
Next Review:	April 2019
Person Responsible:	John Galvin

**Inspire, nurture and challenge with JOY at the heart in all we do.**

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

In addition to these principles, Petworth CofE Primary School has adopted the Local Authority's guidance on establishing Privacy notes for employees who work at Petworth CofE Primary School School and pupils who attend Petworth. These form part of our Data Protection Policy.

#### 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.

**PRIVACY NOTICE**  
**for**  
**Pupils in Schools, Alternative Provision and Pupil referral Units and Children in**  
**Early Years Settings**

#### **Privacy Notice - Data Protection Act 1998**

We, Petworth CofE 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 and the Learning Records Service. 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 your 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 information about you to the Local Authority 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 our Headteacher, Mr John Galvin.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[https://www.westsussex.gov.uk/learning/west\\_sussex\\_grid\\_for\\_learning/management\\_info\\_services/performance\\_team/guidance\\_notes\\_and\\_information/privacy\\_notice.aspx](https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/management_info_services/performance_team/guidance_notes_and_information/privacy_notice.aspx)

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Sue Bryan, Learning, West Sussex County Council, County Hall, Chichester, West Sussex PO10 1RF

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

## PRIVACY NOTICE

### **School Workforce: those employed or otherwise engaged to work at a school or the Local Authority**

#### **PRIVACY NOTICE - Data Protection Act 1998**

We, Petworth CofE Primary School, are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school and Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

**We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.**

We are required by law to pass on some of this data to the Local Authority (LA) and the Department for Education (DfE).

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

[https://www.westsussex.gov.uk/learning/west\\_sussex\\_grid\\_for\\_learning/school\\_management/performance\\_team\\_education/guidance\\_notes\\_and\\_information/privacy\\_notice.aspx](https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/school_management/performance_team_education/guidance_notes_and_information/privacy_notice.aspx)

and

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077963/what-the-department-does-with-school-workforce-data>

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

Head of People Management, Business Services, West Sussex County Council, Chichester PO20 1RF

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: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0870 000 2288