



**St John's C of E
Primary & Nursery School
Kingston**

Data Protection

Written: Nov 2016
Review: Nov 2018

Teaching & Learning Committee

Vision

Our vision is to ensure pupils become successful learners who: enjoy learning, make progress and achieve their full potential; are resilient, confident individuals who are able to live safe, healthy and fulfilling lives; become responsible citizens who make positive contribution to society.

Purpose

The school has a values system which upholds the importance of privacy for the individual whether it be a pupil, a member of staff, a parent or member of the community, and this underpins its commitment to data protection.

Relationship to other Policies

This policy cross-refers to the health and safety, pupil discipline, special educational needs and whistle blowing policies, the equality duty, and statutory guidance on admissions, and staff discipline and conduct.

Equality Impact

This policy will ensure that confidential data about all staff, children and families is held securely and only shared when there is a clear, legal requirement to do so or the individual concerned has given permission.

Roles and Responsibilities of Headteacher, Staff, Governors

The Headteacher will ensure that

- the school complies with Data Protection Act 1998 by ensuring that the processing of personal data includes the eight enforceable principles, which ensure that data is:
 - fairly and lawfully processed
 - processed for limited purposes
 - adequate, relevant and not excessive
 - accurate
 - not kept longer than necessary
 - processed in accordance with the data subject's rights
 - secure
 - not transferred to other countries without adequate protection
- the school complies with requirements of the Information Commissioner, including keeping school registration up to date
- all staff are aware of and understand data protection legislation

Arrangements for Monitoring and Evaluation

The Headteacher will report in the second half of the summer term indicating how the school complies with each of the enforceable principles in the Data Protection Act 1998 and governors will arrange to carry out a sample of selected staff to confirm that they understand the legislation.