

PONTLLANFRAITH COMPREHENSIVE SCHOOL

DATA PROTECTION POLICY

Date approved by Governing Body: tbc
Review date:

DATA PROTECTION POLICY

This is a statement of data protection policy adopted by Pontllanfraith Comprehensive School (PCS)

PCS needs to collect and use certain types of information about people with whom it deals in order to fulfil its duties. These people include its pupils, citizens, current, past and prospective employees, suppliers and others with whom it communicates. In addition the School may occasionally be required by law to collect and use certain types of information. This personnel information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this is in the Data Protection Act, 1998.

PCS regards the lawful and correct treatment of personal information as very important to its ability to deliver services, and to maintain confidence between those with whom we deal and the School. PCS is committed to ensuring that personal information is treated lawfully and correctly.

To this end, the School fully endorses and adheres to the Principles of data protection as laid out in the Data Protection Act, 1998.

Specifically, the Principles require that personal information:

- a. shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- b. 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;
- c. shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- d. shall be accurate, and where necessary, kept up to date;
- e. shall not be kept for longer than is necessary for that purpose or those purposes;
- f. shall be processed in accordance with the rights of data subjects under the Act;

and that:

- g. 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;
- h. 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.

Our School will through appropriate management:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used;
- apply strict checks to determine the length of time information is held;
- ensure the rights of people about whom information is held can be fully exercised under the Act;
- take appropriate technical and organisational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards

In addition, PCS will ensure that:

- there is someone with specific responsibility for data protection in the school. Currently, the nominated person is:

Headteacher or Named Officer
Data Controller
School Name
School Address
Post Code

- everyone managing and handling personal information understands that they are responsible for following good data protection practice and have received adequate information to undertake good practice;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- the way that personal information is managed and the methods used are regularly assessed and evaluated.