



## Whitgreave Primary School GDPR Data Protection Policy

### 1. Introduction

1.1. Whitgreave Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the UK General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018.

1.2. This policy is in place to ensure everyone is aware of their responsibilities and outlines how the school complies with the core principles of GDPR. It applies to anyone who handles or has access to people's personal information, regardless of the way it is used or whether it is in paper or electronic format.

### 2. Legislative Framework

2.1. This policy has due regard to legislation including, but not limited to, the following:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Freedom of Information Act 2000 (FOI)
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998 (SSFA)

2.2. It also has regard to guidance published by the ICO (2018); *Guide to the General Data Protection Regulation (GDPR)* and to guidance published by the DfE (2018); *Data protection: a toolkit for schools*.

2.3. The policy includes the School's Publication Scheme under FOI (attached as Appendix D), the School's Policy on CCTV (attached as Appendix E) and the School's Policy on Records Management & Information Security (attached as Appendix F).

### 3. Principles of Processing

3.1. GDPR is based on data protection principles which say that personal data should be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with these purposes.
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed.

- Accurate and kept up to date.
- Kept for no longer than is necessary for the purposes for which it is processed.
- Processed in a way that ensures it is appropriately secure.

3.2. Additionally, GDPR requires accountability. The controller needs to be responsible for, and be able to demonstrate, compliance with the principles of processing and the respect for individuals' rights. This Policy sets out how the school aims to do this.

#### **4. Processing of Personal Data**

4.1. Whitgreave Primary School will obtain and process data fairly and lawfully informing individuals of the reason for data collection, the purposes for which data is held, the likely recipients of the data and the individual's right of access. The school will:

- Act in accordance with GDPR by implementing technical and organisational measures which demonstrate how the School has considered and integrated data protection into processing activities and building a data protection approach in all parts of the organisation so that there is a strong culture and everyone routinely asks themselves:
  - Am I required by law to process this data?
  - Do I need to process this data in order to safely and effectively do my job/run this school?
  - Can I share this data?
- Hold the minimum personal data necessary to enable it to carry out its functions and will not hold it for any longer than necessary for the purposes for which it was collected.
- Make every effort to ensure that data held is accurate, up to date and that inaccuracies are corrected as soon as possible.
- Only share personal information with others in ways the individual has been informed about or where it is necessary or where they are required to share and before doing so they will ensure adequate security is in place to protect it and the data recipient has been outlined in a privacy notice or appropriate consent has been obtained.
- Ensure that information disposal is done appropriately and, where necessary, securely.

#### **4.2. Applicable data**

Personal Data - Personal data refers to any information that relates to an identified, or identifiable, living individual and includes information such as an online identifier, e.g. an IP address. It applies to both automated personal data and to manual filing systems, where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data, e.g. key-coded.

**Sensitive Data** - Sensitive personal data is personal data which is more sensitive and includes, but is not limited to, information about an individual such as their race or ethnicity, political opinions, religious beliefs or health.

4.3. Privacy Notices have been drawn up to identify data collected about the school's workforce, volunteers, governors and parents and pupils, how it is used and where it is shared.

- The Privacy Notice for the workforce (including volunteers) is attached at Appendix A.
- The Privacy Notice for parents & pupils is attached at Appendix B.
- The Privacy Notice for governors is attached at Appendix C.

4.4. Data protection and appropriate notices will be integrated into general documentation where appropriate.

4.5. Where data is processed on any other person than those included above the individual will be informed of the lawful reason for collecting the information, how it will be used and their rights in connection with the school holding their data.

4.6. Where data is obtained directly from an individual, information on whether the provision of personal data is part of a statutory or contractual requirement, as well as any possible consequences of failing to provide the personal data, will be provided. For data obtained directly from an individual, this information will be supplied at the time the data is obtained.

4.7. Where data is not obtained directly from an individual, information on the categories of personal data that the school holds, the source that the personal data originates from and whether it came from publicly accessible sources, will be provided:

- Within one month of having obtained the data.
- If disclosure to another recipient is envisaged, at the latest, before the data is disclosed.
- If the data is used to communicate with the individual, at the latest, when the first communication takes place.

4.8. The school does not collect or use biometric data.

## **5. Data Protection Officer (DPO)**

5.1. Whitgreave Primary School will appoint a DPO who will:

- Inform and advise the school and its workforce about their obligations to comply with data protection law.
- Oversee and monitor the school's compliance with data protection law.

5.2. To do this the DPO will:

- Oversee the development and implementation of this Policy.
- Promote a culture of privacy awareness throughout the school community.
- Ensure that staff, including volunteers and governors, receive appropriate training and advice.
- Undertake periodic audits of the school's data protection processes in action and address any issues arising.
- Ensure individuals are informed of how their data will be used by the school and their rights in respect of the school holding their information.
- Review data impact assessments.
- Ensure that freedom of information requests, subject access requests and other relevant requests are properly dealt with.
- Monitor logs of data breaches and be responsible for reporting as required.

5.3. The DPO will have undertaken appropriate training.

5.4. At Whitgreave Primary School the DPO is Mrs J. Millington (School Business Manager).

## **6. Staff Responsibilities**

6.1. All staff, including volunteers, are responsible for collecting, storing and processing personal data in accordance with this Policy.

6.2. They are also responsible for informing the school of any change to their own personal data.

6.3. They must contact the DPO for guidance where they:

- Have any questions about the operation of this Policy, data protection law, retaining personal data or keeping personal data secure.
- Have any concerns that policy is not being followed.
- Are unsure if they have a legal basis for using personal data in a particular way.
- Need to rely on or obtain consent for the use of data.
- Need to transfer data outside of the UK.
- Are sharing personal data with new third parties, or different personal data with existing sharers.
- Are engaging in a new activity, collecting new data types, using data for a different purpose or introducing new processing or software, so that the impact of these can be assessed and, where appropriate, consent obtained or privacy notices adapted to ensure compliance.

6.4. They are responsible for reporting to the DPO any data breaches which have happened through their own actions or where they become aware of one arising from the actions, accidental or otherwise, of others.

6.5. They are responsible for referring all requests for data access, including freedom of information requests, subject access requests and other relevant requests to the School Business Manager.

6.6. Staff will undertake data handling awareness and data protection training and be made aware of their responsibilities as part of their induction and keep their training up to date in order to comply with GDPR.

6.7. Data protection will also form part of CPD for all staff so that they are fully aware of their responsibilities, of the significance of data protection and how they must comply with its provisions.

## **7. Lawful Processing**

7.1. The legal basis for processing data should be identified and documented prior to data being processed.

7.2. The school will only process personal data where it has one of 6 legal reasons to do so under data protection law and these reasons are where:

- The consent of the individual, or their parent/carer where appropriate, has been freely given; or
- Processing is necessary for:
  - The school to fulfil a contract with the individual, or the individual has asked the school to take specific steps before entering into a contract.
  - The school to meet compliance with a legal obligation.
  - Protecting the vital interests of the individual or another person e.g. to protect someone's life.
  - The school, as a public authority, to perform a task in the public interest and carry out its official functions.
  - The legitimate interests of the school or a third party provided the individual's rights and freedoms are not overridden.

7.3. For special categories of personal data, the school will also meet one of the special category conditions for processing which are set out in GDPR and Data Protection Act 2018.

## **8. Consent**

8.1. When the school seek consent the response must be freely given, specific, informed and an unambiguous indication of the individual's wishes. It must be a positive indication and cannot be inferred from silence, inactivity or pre-ticked boxes.

8.2. Where consent is given, a record will be kept documenting how and when consent was given.

8.3. Consent can be withdrawn by the individual at any time.

8.4. As pupils at the school are under the age of 13, the consent of parents must be sought prior to processing.

8.5. There may be circumstances where it is considered necessary to process personal data or special category personal data in order to protect the vital interests of a data subject. This may include medical emergencies where it is not possible for the data subject to give consent to the processing. In such circumstances, the DPO will be consulted if possible or advised if an immediate on the spot decision was needed.

## **9. Limitation, Minimisation and Accuracy**

9.1. The school will only collect personal data for specified, explicit and legitimate reasons and these reasons will be explained to the individuals when the data is first collected.

9.2. If the school want to use personal data for reasons other than those given when the data was first obtained it will inform the individuals concerned before the data is used and seek consent where necessary.

9.3. Staff must only process personal data where it is necessary in order to do their jobs.

9.4. When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised in line with the School's Records Management & Information Security Policy (see Appendix F).

## **10. Data Security**

The school will protect personal data and keep it safe from unauthorised access, alteration or disclosure and against accidental or unlawful destruction or damage. Data is managed in line with the School's Records Management & Information Security Policy (see Appendix F).

## **11. Publication of Information and Access to Information**

### **11.1. Freedom of Information Requests (FOI)**

The school publishes a 'publication scheme' outlining classes of information that will be made routinely available. A copy of this is attached at Appendix D. The Appendix also explains how an FOI can be made.

### **11.2. Subject Access Requests (SAR)**

Individuals can request confirmation that their data is being processed and may submit an SAR to gain access to their personal data in order to verify the lawfulness of the

processing. Information on how to do this is set out in the School's Records Management & Information Security Policy (see Appendix F).

### 11.3. Other data protection rights of individuals

In addition to the right to make a subject access request as outlined above and to receive information when their data is collected about how it will be used and processed, data protection law gives individuals rights to, for example:

- Ask for the rectification of any inaccurate or incomplete personal data.
- Object and prevent their personal data being used for direct marketing.
- Challenge processing which has been justified on the basis of legitimate interests or the performance of a task in the public interest.
- Object to decisions based solely on automated decision making or profiling.
- Have their data erased where there is no compelling reason for its continued processing.
- Restrict the processing of their data in certain circumstances such as where the data is inaccurate for example.
- Be informed of a data breach in certain circumstances.
- Ask for their personal data to be transferred to a third party so that the individual can obtain and reuse their personal data for their own purposes across different services.

They may also:

- Withdraw their consent to processing at any time.
- Make a complaint to the ICO (see below).

Individuals can submit a request to exercise these rights and information on how to do this is set out in the School's Records Management & Information Security Policy (see Appendix F).

## 12. CCTV and Photography

12.1. Whitgreave Primary School understands that recording images of identifiable individuals constitutes processing personal information, so it is done in line with data protection principles. Signs are in place to notify individuals that CCTV is installed.

12.2. The school has a CCTV code of practice and a copy of this is attached as Appendix E.

12.3. As part of our school activities photographs/video footage of individuals or groups of individuals may be taken. It may also do this the purposes of staff training/performance appraisal reviews. These images may be shared internally for the purpose or purposes they were taken however the school will always indicate its intentions to do so and will obtain appropriate consent before publishing them.

12.4. We will obtain written consent from parents/carers for photographs and videos to be taken of pupils for communication, marketing and promotional materials. Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns.
- Online on our school website or social media pages.

12.5. Where we need parental consent we will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil. Where we don't need parental consent, we will clearly explain to the pupil how the photograph and/or video will be used.

12.6. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

12.7. When using photographs and videos in this way we will not accompany them with any other personal information about the child to ensure they cannot be identified.

12.8. Images captured by individuals for recreational/personal purposes, and videos made by parents for family use, are exempt from GDPR.

### **13. DBS Data**

13.1. Whitgreave Primary School uses the Disclosure and Barring Service (DBS) to help assess the suitability of applications for positions of trust, and complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The Code of Practice is intended to ensure and to provide assurance to those applying for disclosures that the information released will be used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

13.2. The school complies fully with its obligations under GDPR pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

13.3. In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. Where offences are disclosed, consent is requested from the applicant/employee to retain a copy until it has been assessed by the Headteacher. Throughout this time, usual conditions regarding secure storage and strictly controlled access will apply.

13.4. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.



13.5. Any third parties who access DBS information will be made aware of data protection legislation, as well as their responsibilities as a data handler.

## **14. Data Sharing**

14.1. We will not normally share personal data with anyone else, but may do so where:

- There is an issue with a pupil or parent/carer that puts the safety of staff at risk.
- We need to liaise with other agencies and where necessary the school will seek consent before doing this.
- Suppliers or contractors need data to enable them to provide services to our staff and pupils - for example, catering. When doing this, we will:
  - Only appoint suppliers or contractors who can provide sufficient guarantees that they comply with data protection law.
  - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share.
  - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us.

14.2. Whitgreave Primary School is also legally required to routinely share certain data with relevant authorities including, but not limited to, the DfE, Local Authorities, HMRC and the Border Agency and for purpose which can include:

- The prevention or detection of crime and/or fraud or the apprehension or prosecution of offenders.
- The assessment or collection of tax owed to HMRC.
- In connection with the enquiries of investigating and prosecuting authorities for the sole purpose of investigations and/or proceedings.
- Where disclosure is required to satisfy our safeguarding obligations • Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided.

14.3. It may also be shared:

- With pensions providers and insurers where applicable.
- With examination boards for entry to external examinations.
- Where required in order to enter, or perform under, any contract the School has with the individual.
- With the school's professional advisors for the sole purpose of the professional advisors' providing the school with a professional service and on condition that the professional advisors themselves agree not to divulge, publish or use the information.
- If required by law or by order of a court of law
- With emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

14.4. The school use a number of computer applications which are outsourced. Personal data is not publically shared with these providers but their software uses personal data to enable the school's systems to run (for example staff and pupil data to run the school's information management system and email addresses) and they have system access in some cases for programme or system maintenance. The school will carry out assessments to ensure these providers are GDPR compliant.

14.5. Data will otherwise only be shared where the individual has been informed and consent given.

14.6. Data will not be made available to third parties for marketing.

14.7. Data will not be transferred to, or used in, other countries except where it is necessary to do so, for example, because:

- The individual is not resident in the UK.
- The individual requests information to be sent to another country.
- It is necessary in support of a school activity going to, or in, another country.

## **15. Safeguarding**

15.1. Whitgreave Primary School understands that the UK GDPR does not prevent or limit the sharing of information for the purposes of keeping children safe.

15.2. The school will ensure that information pertinent to identify, assess and respond to risks or concerns about the safety of a child is shared with the relevant individuals or agencies proactively and as soon as is reasonably possible. Where there is doubt over whether safeguarding information is to be shared, especially with other agencies, the DSL will ensure that they record the following information:

- Whether data was shared.
- What data was shared.
- With whom data was shared.
- For what reason data was shared.
- Where a decision has been made not to seek consent from the data subject or their parent.
- The reason that consent has not been sought, where appropriate.

15.3. The school will aim to gain consent to share information where appropriate; however, will not endeavour to gain consent if to do so would place a child at risk. The school will manage all instances of data sharing for the purposes of keeping a child safe in line with the Child Protection and Safeguarding Policy.

## **16. Data Retention**

16.1. The school has a responsibility to ensure that records are only kept for as long as is necessary to fulfil the purpose or purposes for which they were intended. Data will

not be kept for longer than is necessary and any unrequired data will be deleted/securely disposed of as soon as practicable.

16.2. In determining retention periods, the school will have regard to legislation and regulation for each of its records and in certain circumstances there may be reason why even these time scales may need to be exceeded. Retention periods will be informed by the Information and Records Management Society's toolkit for schools.

16.3. Disposal will be managed in accordance with the School's Records Management & Information Security Policy (see Appendix F).

16.4. If an individual requests erasure of information the school will make every effort to comply however where there is reason not to comply individuals will be advised of this and the reason for this.

## **17. Data Breaches**

17.1. A 'personal data breach' means a breach of security which has led to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

17.2. The school will make all reasonable endeavours to ensure that there are no personal data breaches however the DPO will ensure that all staff members are made aware of, and understand, what constitutes a data breach and what they must do if this happens.

17.3. All data breaches, whether minor or of greater consequence, must be logged with the DPO who will assess, on a case-by-case basis, the severity of a breach and determine if any personal data is involved and has been compromised. The DPO will implement appropriate containment and recovery measures where necessary. Where a breach is likely to result in a risk to the rights and freedoms of individuals, the relevant supervisory authority will be informed.

## **18. Complaints**

18.1. If an employee believes that the school has not complied with this Policy or acted otherwise than in accordance with GDPR, they should utilise the School Grievance Procedure.

18.2. If a parent, pupil or other individuals who are not staff believes that the school has not complied with this Policy or acted otherwise than in accordance with GDPR, they should utilise the School's Complaint Procedure.

18.3. If after going through the relevant grievance/complaint procedure an individual is still not satisfied they may contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

## **19. How to Contact Us**

19.1. Any individual can contact Whitgreave Primary School in relation to the data the school holds. This includes individuals who wish to exercise any of their rights in relation to personal data processing such as erasure or rectification and anyone making a subject access request, a freedom of information request, a grievance claim or a complaint.

19.2. Grievances and complaints should be dealt with in accordance with the relevant policy which sets out who to contact and how to do this. The Grievance Policy is available for staff to access on the school's IT system in the Staff Shared Area as is the Complaints Policy. The Complaints Policy is also published on the school's website ([www.whitgreaveprimary.co.uk](http://www.whitgreaveprimary.co.uk)).

19.3. For subject access requests, freedom of information requests and request in connection with other data protection rights please contact the School Business Manager using the details below.

Email: [info@whitgreaveprimary.co.uk](mailto:info@whitgreaveprimary.co.uk) Telephone: 01902 558930 Contact address: Mrs J. Millington, Whitgreave Primary School, Goodyear Avenue, Low Hill, Wolverhampton. WV10 9JP.

## **20. Policy Revision**

This Policy is generally reviewed annually but may be reviewed at other times to ensure compliance with current legislation and is therefore subject to change without prior notice.



**Whitgreave Primary School**  
**Privacy Notice - Workforce**

**Privacy Notice - How we use workforce information (to include volunteers working in the School)**

Whitgreave Primary School is the Data Controller for the use of personal data in this Privacy Notice.

**The categories of school workforce information that we process include**

- Personal information such as name, address, national insurance number, gender, ethnicity and date of birth.
- Contract information such as start dates, hours worked, post, roles and salary information.
- Bank details.
- Identifying documents such as passport numbers, dates of moving home etc., where necessary.
- References.
- Details of qualifications relevant to your job/role or employment related development and including teacher number and subjects taught.
- Contact details such as telephone numbers and email addresses including those delegated to be contacted in case of emergency.
  - Any relevant medical/disability information and any accident reports.
- Records of sickness, appraisal, capability, grievances and disciplinary matters.
- Work absence information such as number of absences and reasons.
- Data about your use of the school's information and communications system.
- Training records.
- Driving information when you either drive a school vehicle or use your personal vehicle for occasional business use.
- Vehicle details for those who use the School's car parking facilities • Enhanced DBS certification and other relevant employment checks.
- Photographs & other visual imagery.
- Site/building access information.
- CCTV images.

## **Why we collect and use this information**

We use this data to:

- Establish contractual information.
- Establish the right to work in the UK.
- Enable individuals to be paid.
- Enable the provision of pensions.
- Support effective performance management.
- Communicate with you.
- Inform the development of recruitment and retention policies and of training needs.
- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Establish identity where a person has to do so relevant to their role e.g. to enable the school's bank to conform to anti-money laundering regulations.
- Inform and help make provision for 'reasonable' adjustment where medical conditions, or disabilities, and other reasons make it necessary for these to be considered.
- Comply with security and safeguarding requirements.
- Comply with insurance disclosure requirements.
- Complete the school workforce census.
- Support site and personal security.

## **The lawful basis on which we collect and process this information**

In order to carry out its duties to staff, to comply with its obligations and duties to meet the purposes of a school and to safeguard its pupils, the school may process a range of personal data about individuals.

Information is required in the first instance for the purposes of recruitment and employment and the school will therefore have a legitimate interest for processing basic personal data and sensitive personal data.

Thereafter the information it collects and processes will be in order to fulfil its legal rights, duties or obligations including those:

- Under a contract with its staff (lawful basis: contract).
- That ensure and sustain the wellbeing and safeguarding of, and promote the development of, the workforce (lawful basis: legitimate interest).
- That ensure the safeguarding of pupils (lawful basis: vital interest).
- That ensure the statutory needs of the workforce are met (lawful basis: legal obligation).
- That meet statutory requirements to provide information to local authorities, the DfE, HMRC and other relevant authorities such as pensions agencies and the school's insurers (lawful basis: legal obligation).

Other uses of personal data may be made in accordance with the school's legitimate interests, or the legitimate interest of another, provided that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

### **Collecting information**

Most of the information we collect comes from the application and appointment process. Work related information will be added during the time you are working at the school.

The personal data collected is essential for a school's operational use and whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing this information**

We hold workforce and role related information whilst you are working for the school and then a minimum of seven years from the date of leaving. It may however be necessary to hold this information longer than this where we may be obliged to do so by regulation prevailing at that time.

Records generated whilst you are working for the school, such as accident records for example, will be kept for the time required under the relevant regulation we have collected it for.

Records generated solely for legitimate reasons whilst you are working for the school will be disposed of when you leave unless we assess, at that time, that they are required for longer by law or regulation or for other reasons. Where this is for other reasons you will be notified. In respect of any matters of safeguarding information will be kept as long as we require.

### **Who we share this information with and why**

We do not share information about workforce with anyone without consent unless the law and our policies allow us to do so. Where we share information we do so only to the extent that it is required for that purpose. We are statutorily required to, and routinely share elements of workforce information with:

- The Local Authority
- The Department for Education (DfE)

We are also required to statutorily share elements of workforce information collectively and/or individually with authorities such as HMRC and pension providers and regulators.

### **Local Authority**

We are required to share information about our workforce with the LA under section 5 of the Education (Supply of Information about the School Workforce) (England) regulations 2007 and amendments.

### **Department for Education**

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see the 'How Government uses your data' section below.

### **Others**

We also share some of this information with insurers and other service providers such as banks, but only to the extent that it is required to provide cover for the school in respect of its business, activities or its workforce or to the extent that it is required to facilitate the business of the school and for the performance of your duties or to provide an agreed benefit to you. We will share information where we are required to do so by law or by order of the court or to prosecuting authorities for the sole purpose of investigations and/or proceedings. All staff are reminded that the school is under duties imposed by law and statutory guidance to record and report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, where they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the Local Authority Designated Officer (LADO), or police.

### **How Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

- Informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports 'longer term' research and monitoring of educational policy.

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



## **Sharing by the Department**

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data.
- The purpose for which it is required.
- The level and sensitivity of data requested; and
- The arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data.
- For a description of the data they hold about you.
- The reasons they're holding it and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs J. Millington, the School Business Manager at Whitgreave Primary School.

Depending on the lawful basis for collection and holding data you may also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the DfE, please refer back to the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data on the basis of consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with the use of your personal data, please let us know by contacting Mrs J. Millington, the School Business Manager.

### **Contact**

If you would like to discuss anything in this Privacy Notice, please contact Mrs J. Millington, the School Business Manager.



**Whitgreave Primary School**  
**Privacy Notice – Pupils, Parents, Carers and Guardians**

**Privacy Notice - How we use pupil and parent, carers and guardian's information**

Whitgreave Primay School is the Data Controller for the use of personal data in this Privacy Notice.

**The categories of pupil and parent information that we process include**

**Pupil data**

- Personal information such as name, address and date of birth.
- Characteristics such as gender, ethnicity, country of birth and language.
- Identifiers such as unique pupil number and, where necessary, passport details.
- Eligibility for free school meals, pupil premium or other entitlement.
- Safeguarding information such as court orders and professional involvement.
- Any relevant medical information such as doctors information, child health, dental health, allergies, medication and dietary requirements.
- Welfare information such as referrals to counsellors.
- Special educational needs and any relevant Education and Health Care Plans.
- Personal education plans where relevant.
- Previous schools' references.
- Attendance information such as sessions attended, number of absences, absence reasons and any previous schools attended.
- Educational assessment and attainment information such as key stage outcomes, classwork marking, intervention strategies, assessment/examination or test results and destination data.
- Behavioural information such as exclusions and any relevant alternative provision put in place.
- Attitude to learning assessments.
- Extra and co-curricular information including trips, visits and team selections.
- Photographic and video images.
- Site/building access information.
- CCTV images.
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

### **Parent, Carer, Guardian data**

- Personal information such as name, address and relationship to pupil.
- Proof of address.
- Contact details such as telephone numbers and email addresses including those to be contacted in case of emergency.
- Site/building access information.
- CCTV images.

We may collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits.
  - Family circumstances.
  - Physical and mental health, including medical conditions.
  - Support received, including care packages, plans and support providers
- We may also hold data about you that we have received from other organisations, including other schools and social services.

### **Why we collect and use this information**

We collect and use this data to:

- Respond to requests for information about joining the school.
- Inform the school admissions process.
- Support pupil learning.
- Monitor and report on pupil progress and attainment.
- Enter pupils for examinations.
- Provide appropriate pastoral care.
- Assess the quality of our services.
- Keep children safe.
- Comply with requirements to share information with a Local Authority.
- Meet the statutory duties placed upon us for DfE data collections.
- Communicate with you.
- To keep you informed about the school community and let you know of events.
- Support site and personal security.

### **The lawful basis on which we collect and process this information**

In order to meet legal requirement or carry out its duties and its functions the school may process a range of personal data about individuals.

Information is required in the first instance to establish a place in the school for each child and the school will therefore have a legitimate interest for processing basic personal data and sensitive personal data.

Thereafter the information it collects and processes will be in order to:

- Fulfil its duties or obligations to provide education and support and monitor pupils' learning (lawful basis: public task).
- Care and cater for the needs of its pupils, their welfare, wellbeing, pastoral care and their safety (lawful basis: vital interest).
- Inform and support the boarding contract (lawful basis: contract).
- Meet statutory requirements to provide information to local authorities and the DfE including pupil data for the school census under the Education Act 1996 (lawful basis: legal obligation).

### **Collecting information**

We collect information via the registration and admissions process and thereafter by our working with pupils each day in school.

The personal data collected is essential for the schools' operational use and whilst the majority of pupil information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing information**

We hold data securely for the set amount of time required by law or regulation or as otherwise advised in guidance provided by the Information and Records Management Society. For more information on data retention and how we keep your data safe, please read our data protection policy on the school's website.

Records generated solely for legitimate reasons will be disposed of when the pupil leaves school (or after the end of the admissions cycle if the pupil does not attend the school) unless we assess, at that time, that they are required for longer by law or regulation or for other reasons. Where this is for other reasons you will be notified. In respect of any matters of safeguarding information will be kept as long as we require.

## **Who we share this information with**

We routinely share pupil information with:

- Schools that pupils attend after leaving us.
- Local Authorities.
- Pupil support services.
- The DfE & Ofsted.
- Examination boards.
- Trip/visit co-ordinators as applicable.
- Suppliers, service providers and professional advisors - to enable them to provide the service we have contracted them for such as, but not limited to, caterers, educational psychologist, SEN assessor etc.
- The pupil's family and representatives.
- Our School Information Systems provider.

Where we share information we do so only to the extent that it is required for that purpose.

## **Why we share this information**

We do not share information with anyone without consent unless the law and our policies allow us to do so. Where we share pupil data with the DfE it is on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We will share information where we are required to do so by law or by order of the court or to prosecuting authorities for the sole purpose of investigations and/or proceedings.

## **Department for Education**

The DfE collects personal data from educational settings and Local Authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via a local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section below.

## **Local Authorities**

We may be required to share information about our pupils with a Local Authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

## **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- Informs 'short term' education policy monitoring and school accountability and intervention (for example Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## **Data collection requirements**

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supportinginformation>

## **Sharing by the Department**

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools.
- Local Authorities.
- Researchers.

- Organisations connected with promoting the education or wellbeing of children in England.
- Other government departments and agencies.
- Organisations fighting or identifying crime.

For more information about the Department's NPD data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police. For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:  
<https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data.
- For a description of the data they hold about you.
- The reasons they're holding it and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Mrs J. Millington, the School Business Manager at the School's address.



Depending on the lawful basis for collection and holding data, you may also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the DfE, please refer back to the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data on the basis of consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with the use of your personal data, please let us know by contacting Mrs J. Millington, the School Business Manager.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact Mrs J. Millington, the School Business Manager.



**Whitgreave Primary School**  
**Privacy Notice - Governance**

**How we use Governors' information**

Whitgreave Primary School is the Data Controller for the use of personal data in this Privacy Notice.

**The categories of information that we process include**

- Personal information such as name, address, national insurance number, gender, ethnicity, date of birth, nationality, country of birth and maiden or former names.
- Confirmation of eligibility to be a governor and in particular, any disqualifications.
- Governor appointment dates, term of office and appointing body.
- Positions of responsibility for the Governing Body.
- Identifying documents such as passport numbers, dates of moving home etc., where necessary.
- Skills, experience and qualifications.
- Contact details such as telephone numbers and email addresses.
- Disability and access requirements.
- Training records.
- Attendance.
- Minutes and notes of meetings.
- Business and other interests.
- Enhanced DBS certification.
- References.
- Vehicle details for those who use the School's car parking facilities.
- Photographs & other visual imagery.
- Site/building access information.
- CCTV images.

**Why we collect and use this information**

We use this data to:

- Establish eligibility to hold governorship.
- Comply with terms of appointment and of office under the Constitution regulations.
- Meet the requirements of the Department for Education (DfE).
- Register appointments on the DfE's governor database.
- Register appointments with the Local Authority.
- Maintain a Register of Governors and a register of business and other interests.

- Comply with school requirements for safeguarding and security checks.
- Inform training needs.
- Communicate with you.
- Administer Governors' meetings and business.
- Record Governance details for example, on the School's website, including attendance, appointing body and roles of responsibility.
- Enter into contracts on behalf of the School.
- Establish identity where a person has to do so relevant to their role e.g. to enable the School's bank to conform to anti-money laundering regulations.
- Inform and help make provision for 'reasonable' adjustment where medical conditions, or disabilities, and other reasons make it necessary for these to be considered.
- Inform future recruitment.
- To comply with insurance disclosure.
- Support site and personal security.

### **The lawful basis on which we collect and process this information**

In order to manage and facilitate the governance role, to comply with its obligations and duties to meet the purposes of a school and to safeguard its pupils, the school may process a range of personal data about Governors.

Information is required in the first instance for the purposes of recruitment and verification of eligibility to act as a Governor and the school will therefore have a legitimate interest for processing basic personal data and sensitive personal data.

Thereafter the information we collect and process will be in order to:

- Fulfil its duties and obligations under regulation such as the statutory guidance 'The Constitution of Governing Bodies of maintained Schools, 2017' (lawful basis: legal obligation).
- Ensure the safeguarding of pupils (lawful basis: vital interest).
- Effectively and efficiently manage the business of the school (lawful basis: legitimate interest).
  - Meet the statutory requirements to provide information to the Local Authority, the DfE, HMRC and other relevant authorities such as pensions agencies and the school's insurers and, for example, any information required to obtain DBS certification (lawful basis: legal obligation).
- Ensure and sustain the wellbeing and safety of, and promote the development of, governors (lawful basis: legitimate interest).
- Ensure statutory needs of both the school and its governors, such as equality, are met (lawful basis: legal obligation).

Other uses of personal data will be made in accordance with the school's legitimate interests, or the legitimate interest of another, provided that these are not

outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

### **Collecting information**

Most of the information we collect comes from the time when you became a Governor and anything which has been updated since then. The personal data collected is essential for a school's operational use and whilst a great deal of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing information**

We will only collect and retain information for specific purposes and keep it only as long as we need.

Records generated solely for legitimate reasons whilst you are acting as a Governor will be disposed of when you leave unless we assess, at that time, that they are required for longer by law or regulation or for other legitimate reasons however we hold some governor and associated role related information in perpetuity, for example where they form part of the school's permanent records such as the minutes of its meetings.

In respect of any matters of safeguarding information will be kept as long as we require.

### **Who we share information with and why**

We do not share information about workforce with anyone without consent unless the law and our policies allow us to do so.

Where we share information we do so only to the extent that it is required for that purpose.

We are routinely required to share elements of this information with:

- The Local Authority.
- The DfE.
- Ofsted.
- Other organisations with whom the school does business or enters agreements such as banks, insurers and solicitors for example.

### **Local Authority**

We are required to share information about our Governors with the Local Authority to enable them to fulfil their obligations and duties such as under Section 22(b) of the Education Act 2002 which provides that they shall secure that there is made available

to every Governor, free of charge, such training as they consider necessary for the effective discharge of those functions.

## **Department for Education**

The DfE collects personal data from educational settings and further to section 538 of the Education Act 1996, Governing Bodies are required to provide the Secretary of State with whatever information is required for the purpose of exercising the Secretary of State's functions in relation to education. This means that Governing Bodies must provide to the Secretary of State for Education certain details they hold, as volunteered by their Governors, through Get Information About Schools (GIAS) and keep the information up to date.

Governors are advised that this section of the Act does not require Governors to supply information to the Governing Body. Governors are also informed that information is collected on a voluntary basis but the governing body is required to share what it holds with the Secretary of State for Education. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see the 'How Government uses your data' section below.

## **Others**

We also share some of this information with insurers and other service providers such as banks but only to the extent that it is required to provide cover for the school in respect of its business, activities or its workforce or to the extent that it is required to facilitate the business of the school and for the performance of your duties.

We will share information where we are required to do so by law or by order of the court or to prosecuting authorities for the sole purpose of investigations and/or proceedings. Governors are reminded that the school is under duties imposed by law and statutory guidance to record and report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding filed, and in some cases referrals to relevant authorities such as the Local Authority Designated Officer (LADO) or police.

## **How Government uses your data**

The governance data that we lawfully share with the DfE through GIAS:

- Will increase transparency of governance arrangements.

- Will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than once context.
- Allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role.

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Note however that some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data.
- For a description of the data they hold about you.
- The reasons they are holding it and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Clerk to the Governing Body at Services 4 Schools, 4 Waterloo House, Waterloo Road, Wolverhampton, WV1 4BL.

Depending on the lawful basis for collection and holding data you may also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data on the basis of consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with the use of your personal data, please let us know by contacting the Clerk to the Governing Body.

### **Contact**

If you would like to discuss anything in this Privacy Notice, please contact the Clerk to the Governing Body.



Whitgreave Primary School  
Freedom of Information Policy

**INTRODUCTION**

**What a publication scheme is and why it has been developed:**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and relevant information which is to be published in the future. Information in our publication scheme is available on our website for you to download and print off or on request from the school reception.

Some information which we hold may not be made public, for example personal information or otherwise exempt from the publication by law - we cannot therefore publish this.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**AIMS AND OBJECTIVES**

This policy will ensure:

Whitgreave Primary School complies with its duties under the FOIA and handles requests under the correct regime.

Whitgreave Primary School has a system in place which will result in proactive publication of what information is available.

This publication scheme is a means of showing how we are pursuing these aims.



## **Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as classes'.

### **Classes of information**

- **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

- **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

- **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the school.

- **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at: <http://www.whitgreaveprimary.co.uk>

Email: [info@whitgreaveprimary.co.uk](mailto:info@whitgreaveprimary.co.uk)

Tel: 01902 558930

Contact Address: Whitgreave Primary School, Goodyear Avenue, Wolverhampton, WV10 9JP

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in bold CAPITALS)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Details of how to contact the school will be published regularly in the Newsletter, Prospectus and Website.

### Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge price will be quoted on application.

## Guide to information available from Whitgreave Primary School under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. This will be current information only	Hard copy and/or website
Who's who in the School	Website and prospectus
Who's who on the Governing Board and the basis of their appointment	Website and hard copy
Instrument of Government	Hard copy
Contact details for the Headteacher and for the Governing Board (named contacts where possible with telephone number and email address (if used))	Website and prospectus
School Prospectus	Website
Staffing Structure	Hard copy
School session times and term dates	Website
Address of school and contact details, including email address	Website
<b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard copy and/or website
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay Policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Hard copy and/or website

School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website
Performance Management policy and procedures adopted by the Governing Board.	Hard copy
School Development Plan	Hard copy
Every Child Matters - policies and procedures	Hard copy
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Hard copy and/or website
Admissions Policy/decisions (not individual admission decisions)	Website and Local Authority website (if adopted LA Admission Code)
Agendas of meetings of the Governing Board and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meetings.	Hard copy
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy and/or website
School policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Health and Safety</li> <li>• Complaints Procedure</li> <li>• Staff Conduct Policy</li> <li>• Discipline and Grievance Policies</li> <li>• Staffing Structure Implementation Plan</li> <li>• Information Request Handling Policy</li> <li>• Equality and Diversity (including Equal Opportunities) Policies</li> <li>• Staff Recruitment Policies</li> </ul>	Hard copy

Pupil and Curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school Agreement</li> <li>• Curriculum</li> <li>• Sex Education</li> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Race Equality</li> <li>• Collective Worship</li> <li>• Careers Education</li> <li>• Pupil Discipline</li> </ul>	Website and hard copy
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website and hard copy
Charging regimes and policies.  This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website and hard copy
<b>Class 6 - Lists and Registers</b>  Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection
Curriculum circulars and statutory instruments	Hardcopy and DfE website
Disclosure logs	By request hard copy
Asset register	By request hard copy
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard copy
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard copy or website; some information may only be available by inspection
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets, books and newsletters	Website

**Additional Information**

This will provide school with the opportunity to publish information that is not itemised in the lists above

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.0027p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 0.027p per sheet (colour)	Actual cost *
	Postage	Royal Mail standard 2 <sup>nd</sup> class stamp (currently 75p per stamp used)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

\*The actual cost incurred by the public authority. This price will be stated in advance of completion of the request.

**Feedback and complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to ***Mrs S. Redfern***.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

***First Contact Team,  
Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
SK9 5AF  
Helpline: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)***

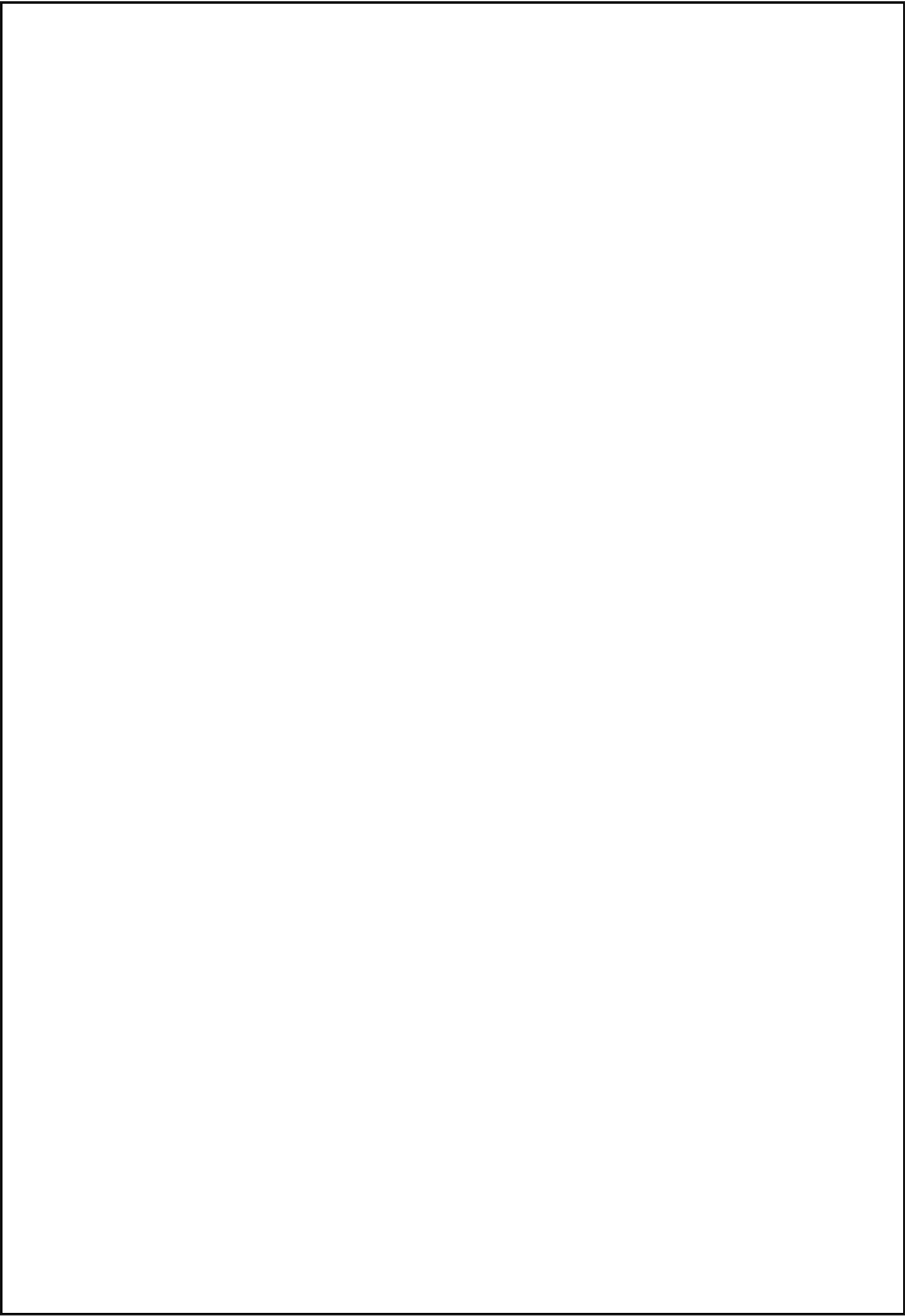
Mrs S Redfern  
Head Teacher

# WHITGREAVE PRIMARY SCHOOL

## FREEDOM OF INFORMATION POLICY



Mrs Redfern - Head Teacher







## Whitgreave Primary School CCTV Policy

### Introduction

The School takes its responsibility towards the safety of pupils, staff, visitors and its site very seriously and to assist in this use surveillance cameras to monitor the site and its entrances and exits.

This CCTV Policy applies to the use of Closed Circuit Television Systems (CCTVS) installed at Whitgreave Primary School.

Where systems are already in operation, their operation will be reviewed regularly in consultation with staff and the Governing Board.

### Purpose of the Policy

"The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environs of the premises under the remit of Whitgreave Primary School.

CCTV systems are installed (both internally and externally) in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the 2 premises during both the daylight and night hours each day.

CCTV surveillance at Whitgreave Primary School is intended for the purposes of:

- Protecting the school buildings and school assets, both during and after school hours.
- Promoting the health and safety of staff, pupils and visitors.
- Preventing unacceptable pupil behaviour.
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism).
- Supporting the community in a bid to deter and detect crime in the surrounding area.
- Assisting in identifying, apprehending and prosecuting offenders.
- Ensuring that the school rules are respected so that the school can be properly managed.

## **Scope**

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material.

Where classes and activities are carried out in rented premises, Whitgreave Primary School will ensure that CCTV systems, where installed, are operated only in a way that is compatible with the provisions of this policy.

## **General Principles**

Whitgreave Primary School as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well as providing a sense of security to its employees, students and invitees to its premises.

Whitgreave Primary School owes a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises CCTV systems and their associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life of the school community by integrating the best practices governing the public and private surveillance of its premises.

The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy, e.g. CCTV will not be used for monitoring employee performance.

Information obtained through the CCTV system may only be released when authorised by the Headteacher, following consultation with the Chair of Governors.

Any requests for CCTV recordings/images from school will be fully recorded and legal advice will be sought if any such request is made. (See "Access" below).

If a law enforcement authority, such as West Midlands Police, is seeking a recording for a specific investigation, West Midlands Police may require a warrant and accordingly any such request made by West Midlands Police should be requested in writing and Whitgreave Primary School may need to seek legal advice.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by Whitgreave Primary School, including the provisions set down in equality and other educational and related legislation.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation, e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes within Whitgreave Primary School and its school premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of Whitgreave Primary School or a student attending school.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by Whitgreave Primary School.

Recognisable images captured by CCTV systems are "personal data." They are therefore subject to the provisions of the Data Protection Acts 1988, 2003 and 2018.

### **Justification for Use of CCTV**

Section 2(1)(c) of the Data Protection Acts 1988, 2003 and 2018 requires that data is "adequate, relevant and not excessive" for the purpose for which it is collected. This means that Whitgreave Primary School needs to be able to justify the obtaining and use of personal data by means of a CCTV system.

The use of CCTV to control the perimeter of the school buildings for security purposes has been deemed to be justified by the Governing Body.

The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.

CCTV systems will not be used to monitor normal teacher/student classroom activity in school.

In other areas of the school where CCTV has been installed, e.g. corridors, reception areas, the Headteacher has demonstrated that there is a proven risk to security and/or Health & Safety and that the installation of CCTV is proportionate in addressing such issues that have arisen prior to the installation of the system.

### **Legislative Framework**

This Policy has due regard to legislation, including, but not limited to the following:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Freedom of Information Act 2000 (FOI)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

- The Regulation of Investigatory Powers Act 2000 • The Protection of Freedoms Act 2012
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010 2.2.

It also has regard to ICO guidance ICO (2017) 'In the picture: A data protection code of practice for surveillance cameras and personal information'

### **Location of Cameras**

The location of cameras is a key consideration.

Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify.

Whitgreave Primary School has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals.

Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

CCTV video monitoring and recording of public areas in Whitgreave Primary School may include the following:

- **Protection of school buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, receiving areas for goods/services.
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas.
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms.
- **Video Patrol of Public Areas:** Parking areas, main entrance/exit gates, traffic control outside school.
- **Criminal Investigations (carried out by Local Authorities including Police):** Robbery, burglary and theft surveillance.

## **Covert Surveillance**

Whitgreave Primary School will not engage in covert surveillance. Where Authorities requests to carry out covert surveillance on school premises, such covert surveillance may require the consent of a judge. Accordingly, any such request made by Authorities will be requested in writing and the school will seek legal advice.

## **Notification - Signage**

The Headteacher or School Business Manager will provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school.

This policy describes the purpose and location of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use.

The location of CCTV cameras will also be indicated to the Governing Board.

Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation.

Adequate signage will also be prominently displayed at the entrances to Whitgreave Primary School and its school property.

Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location

Appropriate locations for signage will include:

- Entrances to premises i.e. external doors, school gates.
- Reception area.
- At or close to each internal camera (where appropriate).

## **Storage and Retention**

Section 2(1)(e) of the Data Protection Act states that data "shall not be kept for longer than is necessary for" the purposes for which it was obtained.

A data controller needs to be able to justify this retention period.

For a normal CCTV security system, it would be difficult for us to justify retention beyond a month (90 days), except where the images identify an issue - such as a break-in or theft and those particular images/recordings are retained specifically in the context of an investigation/prosecution of that issue.

Accordingly, the images captured by the CCTV system will be retained for a maximum of 90 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept.

Access will be restricted to authorised personnel.

Supervising the access and maintenance of the CCTV System is the responsibility of the Headteacher.

The Headteacher may delegate the administration of the CCTV System to another staff member.

In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include from Police (Authorities), other members of the teaching staff, representatives of the Department of Education and Skills, representatives of the HSE and/or the parent of a recorded student).

When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Recording Media / DVDs will be stored in a secure environment with a log of access to media kept. Access will be restricted to authorised personnel.

Similar measures will be employed when using disk storage, with automatic logs of access to the images created.

### **Access**

Recording Media/DVDs storing the recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time.

The area will be locked when not occupied by authorised personnel.

A log of access to media/images will be maintained.

Access to the CCTV system and stored images will be restricted to authorised personnel only, i.e. Business Managers, Site / Premises Managers, Headteacher of school and ICT.

In relevant circumstances, CCTV footage may be accessed:

- By Police where Whitgreave Primary School is required by law to make a report regarding the commission of a suspected crime.
- Following a request by Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Whitgreave Primary School's property.
- To the HSE and/or any other statutory body charged with child safeguarding.

- To assist the Headteacher in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed.
- To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Whitgreave Primary School.
- To individuals (or their legal representatives) subject to a court order.
- To Whitgreave Primary School's insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

**Requests by Police:** Information obtained through video monitoring will only be released when authorised by the Headteacher following consultation with the Chair of Governors. If Police request CCTV images for a specific investigation, Police may require a warrant and accordingly any such request made by Police should be made in writing and Whitgreave Primary School should immediately seek legal advice.

**Access requests:** On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists, i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release.

Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable.

To exercise their right of access, a data subject must make an application in writing to the Headteacher. Whitgreave Primary School may charge for responding to such a request and must respond within 30 days.

A person should provide all the necessary information to assist in locating the CCTV recorded data, such as the date, time and location of the recording.

If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the school.

In giving a person a copy of their data, the school may provide a still/series of still pictures, media or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

## Responsibilities

The Headteacher will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Whitgreave Primary School.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Whitgreave Primary School.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring at Whitgreave Primary School is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintain a record of access (e.g. an access log) to or the release of media or any material recorded or stored in the system.
- Ensure that monitoring recorded media are not duplicated for release.
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- Give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place.
- Co-operate with the Health & Safety Officer of Whitgreave Primary School in reporting on the CCTV system in operation in the school.
- That adequate signage at appropriate and prominent locations is displayed as detailed above.
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of Privacy Notices.
- Ensure that monitoring media are stored in a secure place with access by authorised personnel only.
- Ensure that images recorded on media/DVDs/digital recordings are stored for a period not longer than 90 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Chair of the Governing Board.
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy.



- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.
- Ensure that where Police request to set up mobile video equipment for criminal investigations, legal advice has been obtained and such activities have the approval of the Chair of the Governing Board.

### **Security Companies**

Where applicable the school CCTV system is controlled by a security company contracted by Whitgreave Primary School. The following applies:

Whitgreave Primary School has a written contract with the security company in place which details the areas to be monitored, how long data is to be stored, what the security company may do with the data, what security standards should be in place and what verification procedures apply. The written contract also states that the security company will give Whitgreave Primary School reasonable assistance to deal with any subject access request made under section 4 Data Protection Acts 1988, 2003 and 2018 which may be received by the school within the statutory time-frame (generally 30 days).

Security companies that place and operate cameras on behalf of clients are considered to be "Data Processors." As data processors, they operate under the instruction of data controllers (their clients). Sections 2 of the Data Protection Act place a number of obligations on data processors. These include having appropriate security measures in place to prevent unauthorised access to, or unauthorised alteration, disclosure or destruction of, the data, in particular where the processing involves the transmission of data over a network and against all unlawful forms of processing. This obligation can be met by having appropriate access controls to image storage or having robust encryption where remote access to live recording is permitted. Staff of the security company have been made aware of their obligations relating to the security of data.

## **APPENDIX 1 - Definitions**

### **Definitions of words/phrases used in relation to the protection of personal data and referred to in the text of the policy**

**CCTV** - Closed-circuit television is the use of video cameras to transmit a signal to a specific place on a limited set of monitors. The images may then be recorded on video tape or DVD or other digital recording mechanism.

**The Data Protection Act** - The Data Protection Acts 1988, 2003 and 2018 confer rights on individuals as well as responsibilities on those persons handling, processing, managing and controlling personal data. All Whitgreave Primary School staff must comply with the provisions of the Data Protection Act when collecting and storing personal information. This applies to personal information relating both to employees of the organisation and individuals who interact with the organisation.

**Data** - Information in a form that can be processed. It includes automated or electronic data (any information on computer or information recorded with the intention of putting it on computer) and manual data (information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system).

**Personal Data** - Data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

**Access Request** - This is where a person makes a request to the organisation for the disclosure of their personal data under Section 3 and/or section 4 of the Data Protection Act.

**Data Processing** - Performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data.
- Collecting, organising, storing, altering or adapting the data.
- Retrieving, consulting or using the data.
- Disclosing the data by transmitting, disseminating or otherwise making it available.
- Aligning, combining, blocking, erasing or destroying the data.

**Data Subject** - An individual who is the subject of personal data.

**Data Controller** - A person who (either alone or with others) controls the contents and use of personal data.

**Data Processor** - A person who processes personal information on behalf of a data controller, but does not include an employee of a data controller who processes such data in the course of their employment, for example, this might mean an employee of an

organisation to which the data controller out-sources work. The Data Protection Act place responsibilities on such entities in relation to their processing of the data.

## APPENDIX 2 – Privacy Impact Assessment

Before Whitgreave Primary School installs a new CCTV system, it is recommended that a documented Privacy Impact Assessment is carried out. A school which properly conducts such an assessment is less likely to introduce a system that contravenes the provisions of the Data Protection Acts 1988, 2003 and 2018. This is an important procedure to adopt as a contravention may result in action being taken against Whitgreave Primary School by the Office of the Data Protection Commissioner, or may expose Whitgreave Primary School to a claim for damages from a student.

Some of the points that might be included in a Privacy Impact Assessment are

- What is the purpose for using CCTV images?
- What are the issues/problems it is meant to address?
- Is the system necessary to address a pressing need, such as staff and student safety or crime prevention?
- Are the CCTV cameras intended to operate on the outside of the premises only?
- Is it justified under the circumstances?
- Is it proportionate to the problem it is designed to deal with?
- Is it intended that CCTV cameras will operate inside of the building?
- Are internal CCTV cameras justified under the circumstances?
- Are internal CCTV cameras proportionate to the problem they are designed to deal with?
- What are the benefits to be gained from its use?
- Can CCTV systems realistically deliver these benefits? Can less privacy-intrusive solutions, such as improved lighting, achieve the same objectives?
- Does Whitgreave Primary School need images of identifiable individuals, or could the system use other images which are not capable of identifying the individual?
- Will the system being considered deliver the desired benefits now and remain suitable in the future?
- What future demands may arise for wider use of images and how will they be addressed?
- Where a management company is in place, is Whitgreave Primary School satisfied that it complies with the Data Protection Acts with regard to the processing of images of staff, students and visitors to your school captured on any CCTV systems under its management?
- What are the views of those who will be under CCTV surveillance?
- What could be done to minimise intrusion for those whose images may be captured, particularly if specific concerns have been expressed?
- How have staff, students and visitors been assured by the School that they will not be monitored and that the CCTV system will be used only for the stated purposes?

- Does Whitgreave Primary Schools policy on the use of CCTV make it clear that staff (teaching and non-teaching) will not be monitored for performance or conduct purposes?
- Have the views of staff & students regarding the location of cameras been taken into account?
- Can the location of each internal camera be justified in accordance with the overall purpose for the use of the CCTV system?
- Has appropriate signage been erected at the location of each internal camera indicating that recording is taking place and outlining the purpose of such recording?
- Who will have access to the system and recordings/images?
- What security measures are in place to protect the CCTV system and recordings/images?
- Are those who will have authorised access to the system and recordings/images clear about their responsibilities?
- Are the camera monitors kept out of view of staff, students and visitors and is access to the camera monitors restricted to a limited number of staff on a 'need to know' basis?
- Is the room(s) which houses the camera monitors and the CCTV system securely locked when unattended?
- Does Whitgreave Primary School have a procedure in place to ensure that recordings/images are erased or deleted as soon as the retention period (90 days) has expired?
- Does Whitgreave Primary School have a procedure in place for handling requests for access to recordings/images from Police?
- Will appropriate notices be in place to ensure that individuals know that they are being monitored?
- Does Whitgreave Primary School have a Data Protection Policy? Has it been updated to take account of the introduction of a CCTV system?
- Does the Whitgreave Primary School have a procedure in place to handle access requests seeking a copy of images recorded by the CCTV system (within the statutory timeframe of forty days)?
- Has the right of access been communicated to staff, students and visitors?
- Has Whitgreave Primary School communicated its policy on the use of CCTV to staff, students and visitors and how has this been done?
- How are new students and new staff informed of the school's policy on the use of CCTV?



## Whitgreave Primary School Records Management and Information Security Policy

### Introduction

Whitgreave Primary School recognises that by efficiently managing its records, it will be better able to comply with its legal and regulatory obligations and contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability.

Whitgreave Primary School is also committed to maintaining the confidentiality of its information and ensuring that records are only accessible by the appropriate persons.

This Policy provides the framework through which effective and proper management can be achieved.

It has been drawn up within the context of the GDPR Data Protection Policy and its related appendices and with reference to the DfE's advice 'Data protection: a toolkit for schools (2018)'.

### Scope of the Policy

The policy applies to all records created, received or maintained by staff or volunteers of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained, or retained for a set period, to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

### Responsibilities

Whitgreave Primary School has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy, and its implementation is the Headteacher however data security is a whole school matter and everyone's responsibility.

The DPO is responsible for records management in the school and for promoting and monitoring compliance with policy. The DPO is responsible for ensuring that all records are securely stored and appropriately disposed of at the end of the relevant period.

Individual staff and volunteers are responsible for ensuring that records for which they are responsible are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.

## **Relationship with Existing Policies**

This policy has been drawn up within the context of:

- Freedom of Information policy.
- Data Protection policy.
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting Whitgreave Primary School.

## **Retention**

There is no sector wide retention policy that prescribes how long all categories of data should be retained for. Whitgreave Primary School therefore looks to best practice together with considering the needs of the school and the context in which the information might be required. The school refers to the Information Records Management Society (IRMS) and the DfE for its principle sources of guidance.

Retention depends upon the purpose data was collected for and any subsequent events or incidences that may impact upon the retention period, for example, safeguarding matters arising. The focus should be on the time period that is 'necessary and proportionate'.

A small percentage of the school's records may be selected for permanent preservation as part of the school's archives and for historical research.

## **Storing and Protecting Information**

### **General**

It is the school's aim that:

- Information is protected against unauthorised access.
- Confidentiality of information is assured.
- Integrity of information is maintained.
- Regulatory and legislative requirements are met.

It aims to do this through applying standards and procedures which will include:

- Acceptable use policies.
- Data storage and backup procedures.
- Asset identification and control.
- Physical and environmental security.
- Developing and maintaining secure processing systems.

It is the responsibility of each member of staff to adhere to policy, standards and procedures.

All confidential records will have restricted access and appropriate safe storage.

All staff members will implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information.

Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the school containing sensitive information should be supervised at all times.

Where personal information that could be considered private or confidential is taken off the premises, to fulfil the purpose of the data in line with GDPR, either in an electronic or paper form, staff must take extra care to follow the same procedures for security, e.g. keeping devices secure and ensuring that no information is copied to or left accessible on any computer which has general use or cannot be adequately secured. The person taking the information from the school premises has full responsibility for the security of the data.

Before sharing data, staff will ensure that:

- They have consent from individuals to share it.
- Adequate security is in place to protect it.
- The data recipient has been outlined in a privacy notice.

### **Paper based information**

Confidential paper records will be kept in a locked storage with restricted access.

They must not be left unattended or in clear view when held in a location with general access or in the presence of unauthorised personnel.

### **Digital based information**

Devices holding personal data or data applications must have appropriate security programmes running to protect them from virus's and potential hacking.

Terminals and applications will have appropriate access restrictions and must not be left in accessible mode or visually displaying confidential information in a location with general access or in the presence of unauthorised personnel. School and/or personal laptops and similar devices must not be used to hold any School personal and/or sensitive data.

Staff are provided with their own secure login and password for systems relevant to their role and, or, position. There are protocols for safe use of electronic devices and for construction and managing passwords.

Digital personal data should be coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up and where personal data is saved on removable storage or a portable device, the device will be encrypted and kept in appropriate safe storage when not in use.



## **Accessing Information**

All members of staff, parents of registered pupils and other users of the school and its facilities have the right to access certain personal data being held about them or their child. This includes:

- Confirmation that their personal data is being processed.
- Access to a copy of the data.
- The purposes of the data processing.
- The categories of personal data concerned.
- Who the data has been, or will be, shared with.
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- The source of the data, if not the individual.
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a pupil) within 15 school days of receipt of a written request made to the Headteacher.

## **How to Request Information**

To help us process your request please clearly mark any request or correspondence **SUBJECT ACCESS REQUEST**. You can send this to the Mrs J. Millington, the School Business Manager, who's details are set out at the end of this Policy.

In exceptional circumstances some information may be available only by viewing in person. Where this is the case an appointment to view the information can be arranged through the contact details already set out above.

Your request must state the name of the applicant, email and telephone contact details and an address for correspondence and it must clearly describe the information you are asking for.

When responding to requests, we:

- May ask the individual to provide 2 forms of identification.
- May contact the individual via phone to confirm the request was made.
- Will respond without delay and within 1 month of receipt of the request.
- Will provide the information free of charge.

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual.
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests.
- Is contained in adoption or parental order records.
- Is given to a court in proceedings concerning the child.

If such an application is made the school will verify the identity of the person making the request before any information is supplied. When this has been confirmed a copy of the information will be supplied to the individual free of charge however, Whitgreave Primary School may impose a 'reasonable fee' to comply with requests for further copies of the same information. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged. If this is the case, all fees will be based on the administrative cost of providing the information.

All requests will be responded to without delay and within one month of receipt.

In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.

Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. When a request is refused, the School will tell the individual why, and tell them they have the right to complain to the ICO.

### **Exercising Other Data Protection Rights of the Individual**

In addition to the right to make a Subject Access Request as outlined above and to receive information when their data is collected about how it will be used and processed, data protection law gives individuals rights to, for example:

- Ask for the rectification of any inaccurate or incomplete personal data.
- Object and prevent their personal data being used for direct marketing.
- Challenge processing which has been justified on the basis of legitimate interests or the performance of a task in the public interest.
- Object to decisions based solely on automated decision making or profiling.
- Have their data erased where there is no compelling reason for its continued processing.
- Restrict the processing of their data in certain circumstances such as where the data is inaccurate for example.

- Ask for their personal data to be transferred to a third party so that the individual can obtain and reuse their personal data for their own purposes across different services.
- . Withdraw their consent to processing at any time.

To help us process your request please clearly mark any request or correspondence DATA PROTECTION RIGHTS. You can send this to Mrs J. Millington, the School Business Manager, who's details are set out at the end of this Policy.

Where the request is for rectification and the personal data in question has been disclosed to third parties, the school will inform them of the rectification where possible, and inform the individual about the third parties that the data has been disclosed to.

The school will also inform relevant third parties with whom data has been shared in the event of erasure or restrictions on processing, subject to this being possible and not involving disproportionate effort to do so.

Requests will generally be responded to within one month; this will be extended by two months where the request is complex or a number of requests have been received and in this case the individual will be notified of this and the reason for the extension.

There may be circumstances in which the individuals request cannot be carried out, for example, where the school has a right to refuse in certain circumstances or where the personal data concerns more than one individual and providing the information would prejudice the rights of any other individual. Where a request is refused the school will tell the individual why, and tell them they have the right to complain to the ICO.

### **Information Audit**

The DPO can, from time to time, conduct information audits to evaluate the information the school is holding, receiving and using, and to ensure that this is correctly managed in accordance with GDPR. This may take the form of interviews with staff members and or questionnaires as well as general visits around site.

The DPO will assess from these audits the school's ongoing data needs, the information needed to meet those needs, appropriateness of storage formats, retention periods and protective marking.

Audits will include ensuring that surveillance and CCTV footage is handled and processed in accordance with the CCTV Code of Practice and data protection legislation.

## Marking and Disposal of Information

Information needs to be appropriately marked to identify its degree of confidentiality however all personal data has some degree of confidentiality. It will therefore be the protocol in this school to assume data will not be routinely marked unless it is either restricted or confidential.

'Restricted' or 'Confidential' will be used to identify data or information that can identify an individual person or child and places that person or child at risk of harm. It also applies to information which is sensitive data or when for example group summaries are prepared on a personal characteristic or data set such as SEN. Restricted by definition implies restricted circulation i.e. on a needs to know basis only.

'Confidential' applies to highly sensitive information or data, including commercially sensitive information, where unauthorised disclosure, even within the School, is not permitted or may put someone's personal safety at high risk.

Where data or information should be 'reviewed prior to disposal' it should be marked as such so as to ensure it is retained as the circumstances at that time then indicate.

Non-sensitive information can be disposed of in ordinary rubbish or recycling bins. It is unlikely that any document containing personal data will fall into this category.

Any information which contains personal data or is specifically categorised either restricted or confidential should be disposed of in the containers designated for such waste and which are emptied under agreed protocol. Where we use a third party to safely dispose of records on the school's behalf they will be required to provide sufficient guarantees that they comply with data protection law.

Personal data should only be kept in a form which permits the identification of individuals for no longer than is necessary for the purposes for which the personal data are processed. The DPO will ensure that data (both in paper and digital form) is reviewed annually.

Where files or data are marked as 'to be reviewed before disposal' the relevant member of staff will do this in liaison with the DPO.

Where information must be kept permanently it is exempt from the normal review procedures

## **Policy Revision**

This Policy is generally reviewed annually but may be reviewed at other times to ensure compliance with current legislation and is therefore subject to change without prior notice.

## **Contact**

Details for the School Business Manager for enquiries referred to in the Policy Email: [info@whitgreaveprimary.co.uk](mailto:info@whitgreaveprimary.co.uk) Telephone: 01902 558930 Contact address: Mrs J. Millington, School Business Manager, Whitgreave Primary School, Goodyear Avenue, Low Hill, Wolverhampton. WV10 9JP.