



**Calmore Infant School
Data Protection Policy**

**Approved by Governors May 2023
Review date May 2026**

Data Protection Policy

The school collects and uses personal information (referred to in the General Data Protection Regulation (GDPR) as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

Calmore Infant School is the Data Controller of the personal data that it collects and receives for these purposes. The school has a Data Protection Officer, Kelly Edwards:

Contact:

- by post at Calmore Drive, Calmore, Southampton, SO40 2ZZ
- in person, Calmore Infant School Reception,
- by email adminoffice@calmore-inf.hants.sch.uk
- by phone number 02380 865994

The school issues Privacy Notices (also known as a Fair Processing Notices) to all pupils/parents and staff. These summarise the personal information held about pupils and staff, the purpose for which it is held and who it may be shared with. It also provides information about an individual's rights in respect of their personal data.

Purpose

This policy sets out how the school deals with personal information correctly and securely and in accordance with the GDPR, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored by the school and whether it is held on paper or electronically.

What is Personal Information/ data?

Personal information or data means any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified, directly or indirectly by reference to details such as a name, an identification number, location data, an on line identifier or by their physical, physiological, genetic, mental, economic, cultural or social identity. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

Data Protection Principles

The GDPR establishes six principles as well as a number of additional duties that must be adhered to at all times:

1. Personal data shall be processed lawfully, fairly and in a transparent manner
2. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (subject to exceptions for specific archiving purposes)
3. Personal data shall be adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data shall be kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. Personal data shall be processed in a manner that ensures appropriate security of the personal

Duties

Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

Data Controllers have a General Duty of accountability for personal data.

Commitment

The school is committed to maintaining the principles and duties in the GDPR at all times.

Therefore the school will:

- Inform individuals of the identity and contact details of the data controller by issuing a copy of the Data Protection Policy on request and by publishing the same on the school website
- Inform individuals of the contact details of the Data Protection Officer as above
- Inform individuals of the purposes that personal information is being collected and the basis for this through the issuing of Privacy Notices specific to the individual (e.g. Parent/Pupil, staff, governor)
- Inform individuals when their information is shared, and why and with whom unless the GDPR provides a reason not to do this as above

- If the school plans to transfer personal data outside the EEA the school will inform individuals and provide them with details of where they can obtain details of the safeguards for that information by contact on an individual basis by phone or email
- Inform individuals of their data subject rights
- Inform individuals that the individual may withdraw consent (where relevant) via the School Permission Form completed upon admission and that if consent is withdrawn that the school will cease processing their data although that will not affect the legality of data processed up until that point.
- Provide details of the length of time an individual's data will be kept. This will be done by Calmore Infant School in accordance with the HCC retention schedule as mentioned above.
- Should the school decide to use an individual's personal data for a different reason to that for which it was originally collected the school shall inform the individual and where necessary seek consent
- Check the accuracy of the information it holds and review it at regular intervals by the data protection officer asking parents annually to check the information we hold
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in by limiting log ins to SIMS and access to locked cupboards
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Ensure that personal information is not retained longer than it is needed in accordance with retention schedule
- Ensure that when information is destroyed that it is done so appropriately and securely either by transfer to Hampshire Records Office or by shredding in school in accordance with the HCC retention schedule
- Share personal information with others only when it is legally appropriate to do so in accordance with the privacy notice
- Comply with the duty to respond to requests for access to personal information (known as Subject Access Requests) by ensuring a SAR form is completed and responded to
- Ensure that personal information is not transferred outside the EEA without the appropriate safeguards (refer above)

- Ensure that all staff and governors are aware of and understand these policies and procedures through staff and governor training as well as receiving a staff or governor privacy notice and data protection policy which will be displayed in the staffroom

Who do we protect our data?

Sending information

- Information sent to the LA is through encrypted secure email or via Centrally Hosted SIMS
- Personal data required by another organisation (e.g. New school) will be sent via recorded delivery

Storing information

- Kept in accordance with Hampshire Record Office retention schedule
- Paper copies are kept securely in locked cabinets with keys securely stored
- Electronic information is stored on encrypted servers with time-out screens

Disposing of information

- Disposed of in accordance with Hampshire Record Office retention schedule

Complaints

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at www.ico.gov.uk

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Data Protection Officer, Head teacher, or nominated representative.

Contacts

If you have any enquires in relation to this policy, please contact the Headteacher who will also act as the contact point for any queries or concerns