



Colmers Farm

Infant School

DATA PROTECTION POLICY

SPRING 2016

To be reviewed spring 2017

Your Guide to Data Protection

The Data Protection Act 1998 gives rights to you about how your personal information is obtained and used by Colmers Farm Infant School. The act also places obligations on Colmers Farm Infant School.

This guide informs you of your rights under the Data Protection Act and details how we handle your information.

What information do we hold and how do we obtain it?

Generally, we receive information about you from one or more of the following sources:

- The previous school your child attended;
- The forms and associated documentation you submit to us;
- Data matching (see below).

For what purpose do we use your information?

We use your information for one of a number of purposes, which are outlined below:

- The information will be used to allocate your child a place at school.
- Section 12 of the Children Act 2004 requires all children's services authorities in England to establish information sharing databases as part of the Every Child Matters agenda and move towards children's trust arrangements.

Caring for your Data

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security. We further undertake that we will:

- Not hold information about you that is excessive in relation to the purpose for which it is processed.
- Keep any information about you accurate and where necessary up to date. To help us to do this, please keep us informed if any of your details change.
- Not keep data processed for any purpose or purposes longer than necessary.
- Process your information accordance with your rights under the Data Protection Act.

Your rights

You have certain rights under the Data Protection Act in relation to the information we hold about you. These rights are set out below:

Access to personal data: you may request by writing to the school, details of the information that we hold about you and the purpose(s) for which it is held. We will provide the information in a permanent form, as at the time of the request, or, if later,

of receipt of any supplementary information needed to establish your relationship with the school or verify your identity.

You are entitled, by notice in writing to require us to cease (or not to begin) processing personal data on the grounds that it is causing, or is likely to cause substantial damage or distress to you or another and that damage or distress is, or would be unwarranted.

This does not apply to where you have consented to the processing, the processing is necessary for the compliance with a legal obligation, or the processing is necessary to protect your interests. Where child safety and welfare may be compromised eg, in matters of child protection, then access to information will not be possible.

You are entitled, by notice in writing, to require us to stop using information about your for the purposes of direct marketing. Direct marketing means the communication (by whatever means) of any advertising or marketing material, which is directed to you.

You are entitled, by notice in writing, to require us to ensure that no decision taken by, or on behalf of us and which significantly affects you, is based solely on the automated processing of your information.

CCTV

CCTV operates within school and is used for the purposes of child protection and crime prevention. Review of the recorded images will be subject to control by designated staff (ICT, Admin & Head Teacher) and police access will be granted in the circumstance of a crime having been committed.

See also, linked document: School Publication Scheme under Freedom of Information Act 2012.

February 2016

Policy adopted by FGB

Signed Chair of Governors

Date

TO BE REVIEWED FEBRUARY 2017

