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Headteacher – Mrs Andrea Grist

Confidentiality and Data Protection Policy Jan 2016 (Review date: Jan 2019)

This policy meets with the following school aims:

1. To provide a stimulating, safe and comfortable working environment for all members of the school community.
2. To maintain a consistent and efficient system for monitoring and recording each child's progress and attainment.

Russell Hall Primary School processes personal data about its pupils, governors and staff, including voluntary staff, and is a "data controller" in respect of this for the purposes of the Data Protection Act 1988.

It processes this data about pupils to:

- Support its pupils' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care, and
- Assess how well the school as a whole is doing.

It processes this data about staff and governors to:

- Safeguard children (see safe guarding policy)
- Have records for CRB, medical and contractual needs

This data includes for staff (including Governors and voluntary workers); Name, address and date of birth and that of next of kin, salary and contract information, criminal record checks (CRB) and certificates, records of illness including absence. School also holds evidence files and forms on Performance Management and threshold applications of teachers and teaching partners.

For pupils this data includes: contact details of pupils, national curriculum assessment results, attendance information, characteristics such as ethnic groups, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF),

and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA). Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), Working with Schools (RHS human resources and finance advisors) and Contact Point (mentioned below). All of these are "data controllers" in respect of the data they receive, and are subject to the same legal constraints on how they deal with the data.

The governing body of a maintained school (same for Foundation Schools) in England and Wales is also required by law to supply basic information to Contact Point. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as a data subject, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would be expected to make a request on a child's behalf if the child is younger.

If Governors, staff or parents wish to access their personal data, or that of their child, they should contact the school in writing. (Details of these organisations can be found on Fair Processing Policy on the schools website or for those pupils/parents where this is not practical, a hard copy can be obtained from the school office).

Security measures, to enhance confidentiality, in place in the office and around school include:-

- Password protection on information systems including memory sticks and laptops **(see staff guidance on encryption)**.
- Confidential information provided by parents (e.g. Domestic issues) will only be conveyed to other staff on a need to know basis.
- Confidential written information will be stored in a locked cabinet.
- Information provided to outside agencies will require a call back to confirm identity of caller.
- Parents have the opportunity, on entry to school, to refuse school permission to use photographs of children on school website; 'Hearsay' newsletter etc. names are not appended to photographs used.
- The Fair Processing Notice Policy, gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how pupil data is processed and the rights of parents and pupils. The school website is www.russellhallprimary.co.uk.