



DATA PROTECTION POLICY

Reviewed and Adopted April 2016

Signed.....COG

.....HEAD

Next review April 2018

Data Protection Policy

AIMS

This policy sets out the Council's commitment to the lawful and fair handling of personal data in accordance with the Data Protection Act 1998.

For detailed guidance on Data Protection and procedures, please refer to the Data Protection Manual.

BACKGROUND

The Data Protection Act 1998 ("the Act") regulates the holding and processing of personal data - that is information relating to living individuals, which is held either on the computer or in some cases in manual form. The Act also gives rights to individuals whose personal information is held by organisations.

The Council needs to collect and use personal information in order to carry out its functions effectively. Information can be held concerning its current, past and prospective employees, suppliers, service users, residents and others with whom the Council communicates.

The Council and in some circumstances its individual employees could face prosecution for failure to handle personal data in accordance with the Act.

POLICY STATEMENT

Any personal data which the Council collects, records or uses in any way whether it is held on paper, computer or other media will be subject to appropriate safeguards to ensure that the Council complies with the Act.

The Council fully endorses and adheres to the eight Data Protection Principles which are set out in the Act and summarised below:

Personal data shall be:

1. Fairly and lawfully processed
2. Processed for specified and lawful purposes and not in any other way which would be incompatible with those purposes
3. Adequate, relevant and not excessive
4. Accurate and kept up to date
5. Not kept for longer than is necessary
6. Processed in line with the data subject's rights
7. Kept secure

8. Not transferred to a country which does not have adequate data protection laws.

ACTION

In order to meet the requirements of the data protection principles and its obligations under the Act, the Council will ensure the following:

1. Renew its entry of the Register of Notifications held by the Information Commissioner's Office;
2. Maintain a register of particulars about the types of personal data the Council holds, purposes for which it is held and used and types of organisations to which personal data may be disclosed;
3. Appoint officers with specific responsibility for data protection in the Council;
4. Any forms used to collect data will contain a 'fair processing notice' to inform the data subject of the reasons for collecting the personal information and the intended uses;
5. Any personal information that has been collected will be used only for the purposes for which it was collected;
6. Data subjects (individuals to whom the personal information relates) are able to exercise their rights under the Act, including the right:
 - to be informed that their personal information is being processed
 - of access to their personal information
 - to correct, rectify, block or erase information that is regarded as wrong
7. Personal data will only be disclosed to third parties when it is fair and lawful to do so in accordance with the Act and with any Information Sharing Protocols;
8. Sensitive personal data will only be processed with the explicit consent of the data subject or if an exemption applies under the Act. Sensitive data is personal data about an individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, details of the commission or alleged commission of any offence and any court proceedings relating to the commission of an offence;
9. Procedures are in place to check the accuracy of personal data collected, retained and disclosed;
10. Review the time that personal information is retained or stored to ensure that it is erased at the appropriate time;
11. Compliance with the Code of Good Practice set out in ISO 17799 which sets out the requirements for an Information Security Management System;

12. All officers who hold or process personal information will receive appropriate training in order to comply with the Act; and

13. Audit compliance with this policy and the Act and any incidents involving breaches of this policy or the Act are recorded, analysed and disciplinary action taken as appropriate.

14. This policy is reviewed regularly and updated when necessary

FURTHER INFORMATION

Detailed guidance on complying with the Data Protection Act and procedures to be followed can be found in the Data Protection Manual, which can be found on the Council's intranet pages.

The Information Commissioner's Office (ICO) is the independent authority set up to monitor compliance with the Act. It also issues guidance and good practice notes. The ICO's website address is www.ico.gov.uk

The ICO can consider complaints about an organisation's failure to comply with the Act following the initial reply from that organisation. Where appropriate, Oxfordshire County Council will consider complaints using the Corporate Complaints Procedure, however it may refer the complainant directly to the ICO.

If you have any queries relating to this policy please contact Angela Mills in Legal Services on 01865 323913 or angela.mills@oxfordshire.gov.uk

POLICY REVIEW

This policy will be reviewed by the Monitoring Officer at least every three years or sooner to ensure that it continues to remain legally compliant and meet the responsibilities of the Council.

Responsible Officers: Monitoring Officer

Council's Data Controller

Date: May 2011

Review Date: May 2013

Appendix 1 (For inclusion on school website)



Privacy Notice

Privacy Notice - Data Protection Act 1998

We, Chesterton CE Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the school office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Information Management Team,
Oxfordshire County Council
Clarendon House 3rd floor
52 Cornmarket Street
Oxford
OX1 3HJ

e-mail: information.management@oxfordshire.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>