



Westgate Primary School Data Protection (Personal Data Handling) Policy

Introduction

Our school will comply with the requirements of the Data Protection Act 1998 (DPA). Our staff who are involved with the collection, processing and disclosure of personal information have been made aware of their duties and responsibilities within this policy.

We take our Data Protection obligations very seriously and we will ensure that our school treats personal information lawfully and correctly.

Data Protection Principles

To demonstrate our commitment, we fully endorse and adhere to the principles of the DPA;

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless—
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. 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 protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Our Commitment

Our school will,

- Comply with the DPA principles;
- Ensure that everyone managing and handling personal information understands their individual and organisational obligations;

- Ensure that everyone managing and handling personal information is appropriately trained;
- Respond to requests for access to personal information in accordance with the subject access provisions promptly and courteously. A form can be supplied if required.
- Ensure school is registered with the Information Commissioner's Office so that our processing of personal information is lawful.

Disclosure of Personal Information to third parties

In general, school will only disclose personal information about individuals with their consent. However, there are circumstances under which personal information may be disclosed without consent. Some of these are listed below:

- In connection with any legal proceedings or for the purposes of the detection and prevention of crime;
- In connection with any statutory, legal duty or instruction from a Government Department to do so, such as in connection with Health and Safety legislation or the submission of the Pupil Level Annual School Census (PLASC).
- In connection with payroll and staff administration.

In any event, personal information will only be disclosed with proper justification under the DPA.

Further Information

You can exercise your right of access or find out more information about this policy by contacting the school office on 01943 462349 or admin@westgateprimary.co.uk.

This policy was adopted by the governing body on 18/06/18 and will be reviewed every 3 years, or sooner if there is a change in legislation or guidance.

Signed: (Head teacher)

Signed: (on behalf of the governing body)

Date: 18/06/18

Appendix 1 Subject Access Request



Data Protection Act 1998 School Subject Access Request Form

The Data Subject is the person whose personal data are held by school.

1 Details of the person wishing to access their personal information from school (the Data Subject).

Name:	
Current Address:	
Postcode:	Telephone:
Email address:	

2 Have you lived in a different address in the last two years? If you have, please give the address you have lived in previously. (This is to help school locate your personal data.)

If you have not, please go to section 3.

Previous address 1	Previous address 2
Dates at this address:	Dates at this address:

3 Are you the person named in 1 above? **Yes / No**

A) If **Yes**, please provide evidence of your identity:
Driving licence / pension book / UB40 / Council Tax bill / other evidence

Go to Question 5

B) If **No**, you must provide written evidence that you have the Data Subject's authority to ask for the information on their behalf, eg a letter written by them, evidence of Power of Attorney etc.

Go to Question 4

4 If you are not the person about whom school is holding the data, please give your:

Name:	
Current Address:	
Postcode:	Telephone:
Email address:	
Relationship to the Data Subject:	

5 Please describe the information you are seeking. *For example, are you seeking information about your child's Education, Health and Care Plan?* Please provide any relevant information to help us locate the information you need.

6 Declaration: to be signed by all applicants.

I, _____ (name), to the best of my knowledge, certify that the information I have given on this form is true. I understand that school needs to be satisfied about my identity. I also understand that school might need to ask me for more details, in order to locate the information I am seeking.

Signed:

Dated:

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE- THANK YOU.

FOR SCHOOL USE ONLY	
Evidence of applicant's identity checked	
Evidence of Data Subject's identity checked (if different)	
Photocopy of ID taken	
Written authority supplied (if not the Data Subject)	