Greenholm Primary
Greenholm Road
Great Barr
Birmingham
B44 8HS
0121 464 6321

Greenholm Primary School

General Data Protection Regulations, 2017

1. The school will comply with:

   - The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, including the General Data Protection Regulations (Regulation (EU) 2016/679) to ensure personal data is treated in a manner that is fair and lawful.
   - Birmingham education service advice and guidance supplied in the ***Data Protection advice for Schools*** flyer and ***Data Protection Guidance for Schools booklet.***
   - Information and guidance displayed on the information commissioner's website (www.ico.org.uk).

2. This policy should be used in conjunction with the school's **Acceptable *User Policy.***

3. Data Gathering

- All data gathering relating to pupils is mandatory and unable to be exempted due to article 45 (a lawful legal obligation).
- All personal data relating to staff, pupils or other people with whom we have contact, whether held on digitally or in paper files, are covered by the legislation
- Only relevant personal data may be collected and stored for the duration no longer than is necessary
- The person or legal guardian from whom it is collected should be informed of the data's intended use beforehand with explicit permission granted
- Data subject should be informed of any data sharing agreements, now and in the future

4. Data Storage.

- Personal data should be stored in a secure and safe manner and any sensitive data will be restricted.
- Electronic data will be protected by strong alpha numeric passwords and firewall systems operated by the school.
- Electronic data will be protected by physical lock and key systems with access on a where-necessary basis.
- Computer workstation in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at the reception hatch.
- Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

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5. Data checking

- The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.
- Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

6. Data Disclosures / transfers

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisation that have a legal right to receive the data without consent being given.
- When requests to disclose personal data are received by telephone it is the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised.
- If a personal request is made for personal data to be disclosed it is again the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, should be politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the pupils are present in the class will resolve the problem).
- Personal data will not be used in newsletters, websites, or other media without the consent of the data subject.
- Routine consent issues will be incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school.
- Personal data will only be disclosed to Police Officers - if they are able to supply a WA170 form which notifies of a specific, legitimate need to have access to specific personal data. This form is the agreed procedure between Birmingham City Council and West Midlands Police.
- A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.
- Where data is to leave the site and the data controllers authority, relevant risk assessment will take place ensuring data integrity and security. Including transferring of digital files to other persons/organizations/countries.

7. Subject Access Requests

- If the school receives a written request from a data subject to see any or all personal data that the school holds about them this should be treated as a Subject Access Requests and the school will respond within the 40-day deadline.
- Informal requests to view or have copies or personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40 day time limit.

8. Data Breach notification

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Where a unlawful data leak has occurred Greenholm should notify the ICO within 72 hours, and all data subjects within a short a time 'as reasonable'

9. This policy will be included in the Staff Handbook.

10. All staff, volunteers, governors and everybody representing the school in an official capacity are to be comply with the principles in this policy

11. Data Protection statements will be included in the school prospectus and on any forms that is used to collect personal data.

Appendices

- Pupil data gathering sheets/covering letter
- Pupil data checking sheet/covering letter
- Staff data gathering sheets/covering letter
- School transfer initial enquiry data gathering sheet