

St Paul's

C of E Primary School



A place to belong

School Information and Data Protection Policy

Chair of Governors Approval: Martyn Long & Tom Keef

Headteacher Approval: Sara Goyea

Member of Staff Responsible: Caroline Clarke

Reviewing Committee: FGB

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St Paul's C of E Primary School

A Place to Belong

Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia), Compassion, Perseverance and Forgiveness*

“Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely.”

Romans 12:5-8

School Information and Data Protection Policy

Table of Contents

Introduction	4
Scope	4
Data Protection.....	4
Information Asset Register	5
Information Asset Owners	5
Training	5
Privacy notices	5
Information sharing.....	6
Data Protection Impact Assessments (DPIAs).....	6
Retention periods	6
Destruction of records	6
Third party Data Processors	6
Access to information	7
Requests for information under the GDPR- Subject Access Requests	8
Data Subject rights	8
Complaints	9
Copyright.....	9
General	Error! Bookmark not defined.
Appendix A.....	10
Schedule of charges.....	14

Introduction

This policy is to ensure that St Paul's C of E Primary School complies with the requirements of the General Data Protection Regulation, Environmental Information Regulations 2004 (EIR) and Freedom of Information Act 2000 (FOIA), associated guidance and Codes of Practice issued under the legislation.

Scope

The Information Policy applies to information in all forms including, but not limited to:

- Hard copy or documents printed or written on paper;
- Information or data stored electronically, including scanned images;
- Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer;
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card;
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops;
- Speech, voice recordings and verbal communications, including voicemail;
- Published web content, for example intranet and internet;
- Photographs and other digital images.

Information Security and security incident reporting will be addressed in separate policies.

Data Protection

Personal data will be processed in accordance with the requirements of GDPR and in compliance with the data protection principles specified in the legislation.

The school has notified the Information Commissioner's Office that it is a Data Controller and has appointed a Data Protection Officer (DPO). Details of the DPO can be found here:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



The DPO is a statutory position and will operate in an advisory capacity. Duties will include:

- Acting as the point of contact for the Information Commissioner's Office (ICO) and data subjects;
- Facilitating a periodic review of the corporate information asset register and information governance policies;
- Assisting with the reporting and investigation of information security breaches

- Providing advice on all aspects of data protection as required, including information requests, information sharing and Data Protection Impact Assessments; and
- Reporting to governors on the above matters

Information Asset Register

The DPO will advise the school in developing and maintaining an Information Asset Register (IAR). The register will include the following information for each asset:

- An individual information asset identification number;
- The owner of that asset;
- Description and purpose of the asset;
- Whether there is a privacy notice published for that asset;
- Format and location of the asset;
- Which officers (job titles/teams) have routine access to the information;
- Whether there are any data sharing agreements relating to the information and the name of that agreement,
- Conditions of data processing;
- Details of any third parties contracted to process the information;
- Retention period for the asset

The IAR will be reviewed annually and the Head Teacher will inform the DPO of any significant changes to their information assets as soon as possible.

Information Asset Owners

An Information Asset Owner (IAO) is the individual responsible for an information asset, understands the value of that information and the potential risks associated with it. The school will ensure that IAO's are appointed based on sufficient seniority and level of responsibility.

IAO's are responsible for the security and maintenance of their information assets. This includes ensuring that other members of staff are using the information safely and responsibly. The role also includes determining the retention period for the asset, and when destroyed, ensuring this is done so securely.

Training

The school will ensure that appropriate guidance and training is given to the relevant staff, governors and other authorised school users on access to information procedures, records management and data breach procedures. Individuals will also be made aware and given training in relation to information security including using email and the internet.

The DPO will be consulted in relation to training where necessary; to ensure training resources and their implementation are effective.

The school will ensure that any third party contractors have adequately trained their staff in information governance by carrying out the appropriate due diligence.

Privacy notices

St Paul's C of E Primary School will provide a privacy notice to data subjects each time it obtains personal information from or about that data subject. Our main privacy notice will be

displayed on the school's website in an easily accessible area. This notice will also be provided in a hard copy to pupils and parents at the start of the year as part of their information pack. A privacy notice for employees will be provided at commencement of their employment with the school. Specific privacy notices will be issued where the data subject requires more information about specific processing (e.g. school trips, projects).

Privacy notices will be cleared by the DPO prior to being published or issued. A record of privacy notices shall be kept on the school's Information Asset Register.

Information sharing

In order to efficiently fulfil our duty of education provision it is sometimes necessary for the school to share information with third parties. Routine and regular information sharing arrangements will be documented in our main privacy notice (as above). Any adhoc sharing of information will be done in compliance with our legislative requirements.

Data Protection Impact Assessments (DPIAs)

The school will conduct a data protection impact assessment for all new projects involving high risk data processing as defined by GDPR. This assessment will consider the privacy risks and implications of new projects as well as providing solutions to the identified risks

The DPO will be consulted at the start of a project and will advise whether a DPIA is required. If it is agreed that a DPIA will be necessary, then the DPO will assist with the completion of the assessment, providing relevant advice.

Retention periods

Retention periods will be determined by any legal requirement, best practice or national guidance, and lastly the organisational necessity to retain the information. In addition IAOs will take into account the Limitation Act 1980, which provides timescales within which action may be taken for breaches of the law, when determining retention periods.

Destruction of records

Retention periods for records are recorded in the school's IAR. When a record reaches the end of its retention period the IAO will arrange for the records, both electronic and paper to be destroyed securely. Provisions to destroy paper information securely include cross cutting shredders and confidential waste bins. Advice in regards to the secure destruction of electronic media will be sought from relevant IT support.

A record should be retained of all files destroyed including, where relevant:

- File reference number,
- Description of file,
- Date of disposal,
- Method of disposal,
- Officer who destroyed record

Third party Data Processors

All third party contractors who process data on behalf of the school must be able to provide assurances that they have adequate data protection controls in place to ensure that the data

they process is afforded the appropriate safeguards. Where personal data is being processed, there will be a written contract in place with the necessary data protection clauses contained.

Relevant senior leadership may insist that any data processing by a third party, ceases immediately if it believes that that third party has not got adequate data protection safeguards in place. . If any data processing is going to take place outside of the EEA then the Data Protection Officer must be consulted prior to any contracts being agreed.

Access to information

Requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004

Requests under this legislation should be made to the Office Manager:

The Office Manager is responsible for):

- Deciding whether the requested information is held;
- Locating, retrieving or extracting the information;
- Considering whether any exemption might apply, ad the balance of the public interest test;
- Preparing the material for disclosure and drafting the response;
- Seeking any necessary approval for the response; and
- Sending the response to the requester

FOIA requests should be made in writing. Please note that we will only consider requests which provide a valid name and address and we will not consider requests which ask us to click on electronic links. EIR requests can be made verbally, however we will endeavour to follow this up in writing with the requestor to ensure accuracy.

Each request received will be acknowledged within 5 school days. The Chair of Governors and Head Teacher will jointly consider all requests where a public interest test is applied or where there is any doubt on whether an exemption should be applied. In applying the public interest test they will:

- Document clearly the benefits of both disclosing or withholding the requested information; and
- Where necessary seek guidance from previous case law in deciding where the balance lies
- Consult the DPO

Reasons for disclosing or not disclosing will be reported to the next governing body meeting.

We have adopted the Information Commissioner's model publication scheme for schools and will publish as much information as possible on our website in the interests of transparency and accountability.

We will charge for supplying information at our discretion, in line with current regulations. If a charge applies, written notice will be given to the applicant and payment must be received before the information is supplied. St Paul's C of E Primary School will follow the guidance of the LA in regard to the charging regime for FOR/EIR.

We will adhere to the required FOI/EIR timescales, and requests will be answered within 20 school days.

Requests for information under the GDPR- Subject Access Requests

Requests under this legislation should be made to the Office Manager.

Any member of staff/governor may receive a request for an individual's personal information. Whilst GDPR does not require such requests to be made in writing, applicants are encouraged where possible to do so; applicants who require assistance should seek help from the school. Requests will be logged with the school office and acknowledged within 5 days.

We must be satisfied as to your identity and may have to ask for additional information such as:

- Valid Photo ID (driver's licence, passport etc);
- Proof of Address (Utility bill, council tax letter etc);
- further information for the school to be satisfied of the applicant's identity;

Only once the school is satisfied of the requestor's identity and has sufficient information on which to respond to the request will it be considered valid. We will then respond to your request within the statutory timescale of One Calendar Month.

The school can apply a discretionary extension of up a further Two Calendar Months to comply with the request if the requested information would take a considerable amount of time to collate, redact, and prepare for disclosure due to either the complexity or voluminous nature of the records. If we wish to apply an extension we will firstly seek guidance from our DPO, then inform the applicant of the extension within the first calendar month of receiving the request. This extension period will be kept to a minimum and will not be used as a way of managing workloads. In very limited cases we may also refuse a request outright as 'manifestly unreasonable' if we would have to spend an unjustified amount of time and resources to comply.

Should we think any exemptions are necessary to apply we will seek guidance from our DPO to discuss their application.

Requests received from parents asking for information held within the pupil's Education Record will be dealt with under the Education (Pupil Information)(England) Regulations 2005. Any charges which arise from this request will be applied at our discretion.

Data Subject rights

As well as a right of access to information, data subjects have a series of other rights prescribed by the GDPR including:

- Right to rectification
- Right to erasure
- Right to restrict processing
- Rights in relation automated decision making and profiling

All requests exercising these rights must be in writing and forwarded to the Office Manager who will acknowledge the request and respond within One Calendar Month. Advice regarding such requests will be sought from our DPO.

A record of decisions made in respect of the request will be retained, recording details of the request, whether any information has been changed, and the reasoning for the decision made.

Complaints

Complaints in relation to FOI/EIR and Subject Access will be handled through our existing procedures. Any individual who wishes to make a complaint about the way we have handled their personal data should contact the DPO on the address provided.

Copyright

St Paul's C of E Primary School will take reasonable steps to inform enquirers if any third party might have a copyright or intellectual property interest in information provided in response to their requests. However it will be the enquirer's responsibility to ensure that any information provided by the school is not re-used in a way which infringes those interests, whether or not any such warning has been given.

Appendix A

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	School Website	
Who's who on the governing body / board of governors and the basis of their appointment	School Website	
Instrument of Government / Articles of Association	On request	Yes
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	
School prospectus (if any)	School website	
Staffing structure	On request	Yes
School session times and term dates	School website	
Address of school and contact details, including email address.	School website	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Current and previous financial year as a minimum	On request	Yes

Annual budget plan and financial statements	On request	Yes
Capital funding	On request	Yes
Financial audit reports	On request	Yes
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	When relevant and current	Yes
Pay policy	On request	
Staffing, pay and grading structure.	City of York Local Authority website	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request	Yes
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	School website School website DfE website at www.education.gov.uk School website	
Performance management policy and procedures adopted by the governing body.	On request	
The school's future plans; for example, proposals for and any consultation on the	On request	Yes

future of the school, such as a change in status		
Safeguarding and child protection	School website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	School website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	On request	Yes
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
School policies including: <ul style="list-style-type: none"> • Charging and Remissions • Health & Safety • Complaints procedure • Staff conduct • Pay • Equality and Diversity (including equal opportunities) • Freedom of Information Model • Publication Scheme and Guidance • School Information and Data • Protection • Discipline and grievance 	School website	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum 	School website	

<ul style="list-style-type: none"> • Sex Education • Special Educational Needs • Accessibility • Attendance • Monitoring & Evaluation • School Behaviour and Discipline • Anti-Bullying) • Homework • Collective Worship • Marking & Feedback • Medicines in School 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security • Retention of Records for Schools • Data protection (including data sharing) 	<p>School website</p> <p>City of York Local Authority website</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	School website	
Asset register	On request	Yes
Any information the school is currently legally required to hold in publicly available registers	On request	Yes
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	School website and hard copy	
Out of school clubs	School website and hard copy	
School publications, leaflets, books and newsletters	School website and hard copy	

Contact details:

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:

Mrs Caroline Clarke

St Paul's C of E Primary

St Paul's Terrace

York YO24 4BJ

Tel: 01904 551122

Email:stpauls.primary@york.gov.uk

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Printing and paper costs, administrator's time.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation