

## Data Protection Policy

Policy Owner: Bursar

**This is a whole school policy and applies to all members of the school including the EYFS.**

### Introduction

Cophorne Prep School is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act

Changes to the data protection legislation (GDPR May 2018) shall be monitored and implemented in order to remain compliant with all requirements.

The legal bases for processing data are as follows:

**Consent:** the member of staff/pupil/parent has given clear consent for the school to process their personal data for a specific purpose

**Contract:** the processing is necessary for the members of staff's employment contract or student placement contract

**Legal obligation:** the processing is necessary for the school to comply with the law (not including contractual obligations)

The member of staff responsible for data protection is the schools Bursar. However, all staff must treat all children's information in a confidential manner and follow the guidelines as set out in this document.

The school is also committed to ensuring that its staff are aware of data protection policies, legal requirements and adequate training is provided to them through our Educare online service.

The requirements of this policy are mandatory for all staff employed by the school and any third party contracted to provide services with the school.

### Notification

Our data processing activities will be registered with the Information Commissioner's Office (ICO) as required of a recognised Data Controller.

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified within 72 hours to the individuals concerned and the ICO. See Data Protection Breach Record form.

### Personal and Sensitive Data

All data within the school's control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The principles of the Data Protection Act shall be applied to all data processed:

- ensure that data is fairly and lawfully processed
- process data only for limited purposes
- ensure that all data processed is adequate, relevant and not excessive.
- ensure that data processed is accurate
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection

### **Fair Processing/ Privacy Notice**

We shall be transparent about intended processing of data and communicate these intentions via notification to staff, parents and pupils prior to the processing of individuals data. We will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- Ensure our staff are aware of and understand our policies and procedures

### **Data Access Requests (Subject Access Requests)**

All individuals whose data is held by us, have a legal right to request access to such data of information about what is held. We shall respond to such requests within 30 days and they should be made in writing to:

Bursar  
Copthorne Prep School  
Effingham Lane  
Copthorne  
West Sussex  
RH10 3HR

No charge will be applied to process the request.

Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or guardian, unless it is obliged by law or in the best interest of the child.

### **Secure Destruction**

All data is held in accordance with the timelines as detailed in our Data Retention Policy. When data is destroyed it is done so securely and in accordance with best practise at the time of destruction.

### **Complaints**

Complaints will be dealt with in accordance with the schools' complaints policy. Complaints relating to information handling may be referred to the Information Commissioner's Office, [www.ico.gov.uk](http://www.ico.gov.uk) or telephone 0303 1231113.

### **Related Polices, Notices & Forms:**

- Data Retention Policy
- E-Safety Policy
- CCTV Policy
- Privacy Policy
- Staff Privacy Policy
- Data Protection Breach Record
- Subject Access Request Form

REVIEWED: Summer 2018  
NEXT REVIEW: Summer 2020