



## Rhydri Primary School Data Protection Policy

This is a statement of a data protection policy adopted by Rhydri Primary School.

Rhydri Primary School needs to collect and use certain types of information about people with whom it deals in order to fulfill its duties. These people include its citizens; current, past and prospective employees; suppliers; and others with whom it communicates.

This personal information must be dealt with properly regardless of how it is collected, recorded and used - whether on paper, in a computer, audio-visual, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

Rhydri Primary School regards the lawful and correct treatment of personal information as very important to its ability to deliver services, and to maintaining confidence between those with whom we deal and the school. Rhydri Primary School is committed to ensuring that personal information is treated lawfully and correctly.

To this end, the school fully endorses and adheres to the Principles of data protection as laid out in the Data Protection Act, 1998 (DPA).

The school will therefore follow procedures that aim to ensure that all employees, who have access to any personal data held by the school, are fully aware of and abide by their duties and responsibilities under the Act.

Specifically, the DPA Principles require that personal information:

- shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- 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;
- shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- shall be accurate, and where necessary, kept up to date;
- shall not be kept for longer than is necessary for that purpose or those purposes;
- shall be processed in accordance with the rights of data subjects under the Act;

and that:

- 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;
- personal information 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.

In addition, Rhydri Primary School through appropriate management will ensure that:

- everyone managing and handling personal information understands that they are responsible for following good data protection practice and have received adequate information to undertake good practice;
- sufficient information is provided to the subject of the data on how their data is being used to enable the processing to be fair;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- the way that personal information is managed and the methods used are regularly assessed and evaluated;
- it meets all legal obligations to specify the purpose for which information is used;
- apply strict checks to determine the length of time information is held;
- ensure the rights of people about whom information is held can be fully exercised under the Act;
- take appropriate technical and organisational security measures to safeguard personal information.

Within the school there is someone with specific responsibility for data protection in school. Currently, the nominated person is Headteacher, Paul Warren.

Policy reviewed by  
Paul Warren  
November 2015

To be reviewed November 2019

Signed by Chair of Governors

*Judith Wright Rees*