

# INTERNATIONAL BRITISH PRIMARY SCHOOL

## DATA PROTECTION POLICY

Academy International British Primary School (AIBPS) is committed to protecting and respecting the confidentiality of sensitive information relating to students, parents and staff members. We, AIBPS, are a data controller for the purposes of the Data Protection Act. This policy describes how AIBPS will fulfill its responsibilities in accordance with the United Kingdom Data Protection Act of 2018.

Personal data is defined as, data which relates to a living individual who can be identified from this information. This information can include your contact details, national curriculum assessment results, attendance records, and personal characteristics such as your ethnic group, any special education needs and relevant medical information. All staff members are responsible for maintaining confidentiality and compliance with the policy and the Act.

### Introduction

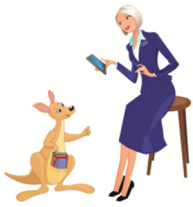
AIBPS needs to retain specific data about our employers, students and other users to assist us in monitoring performance, achievement, health and safety. To maintain compliance with the Act, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. In doing so, personal data will:

- be obtained and processed fairly and legally for a specified and permitted purpose and will not be processed in any manner incompatible with that purpose. At the point of collection, the school will inform individuals of the reasons why their data was obtained.
- Be adequate, relevant and not excessive for that purpose;
- be kept current and accurate;
- not be retained for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be held safely from unauthorised access/users, accidental loss or destruction.

All staff must guarantee that they will abide by these standards at all times. Therefore, AIBPS has developed this Data Protection Policy to confirm that all principles are obeyed. This policy is not part of the employment contract for staff, but it is a condition of employment that staff will adhere to the rules and policies made by the school. As a result, any failures to follow the policy can result in disciplinary actions.

### Data Controller

The school, as a whole, is a data controller for the purposes of the Data Protection Act and, therefore, staff members are ultimately responsible for implementation. The School has identified its Designated Data Controllers as: the Principal, Director of Education, and the Board of Management. If any staff member, parent or other relevant individual suspects that a material breach of the Policy has or will occur, regarding their personal data about him/herself or their child, should notify the Principal in the first instance.



# INTERNATIONAL BRITISH PRIMARY SCHOOL

## DATA PROTECTION POLICY

### Staff Responsibilities

All staff members are responsible for:

- Checking that any information they provide to AIBPS in connection with their employment is accurate and current.
- Informing AIBPS of any changes to information that they have provided, i.e. change of address, telephone number. The School cannot be held responsible for any errors unless the staff member has informed the School of such changes.
- Handling all personal data (i.e. – pupil attainment data) in accordance to this policy.

### Data Security

All staff are responsible for ensuring that:

- Personal data is kept secure at all times
- Personal information is not disclosed orally, in writing, via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.
- Access to all IT systems (workstations) will be password protected and only approved users will have access
- Paper files and manual records containing personal information will be held in a filing cabinet, drawer or another safe, secure location
- Records will be disposed of safely and correctly when they are no longer required

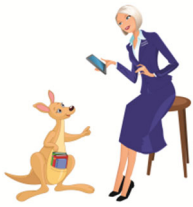
*Note: Unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.*

### Publishing Student Information

The school may publish information about children for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include the child's name, age, class and information collected at school such as photographs, sound and visual recordings of children taken by staff members, children's work and expressions of opinion such as in interactive media.

The communications in which children's information may be published include, but are not limited to:



# INTERNATIONAL BRITISH PRIMARY SCHOOL

## DATA PROTECTION POLICY

- the Academy International British Primary School website and intranet (staff only);
- the Academy International British Primary School publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically, including The Academy International British Primary School website;
- the Academy International British Primary School social media accounts on networks such as Facebook or the school's Google Business site;
- customised email accounts and/or online educational websites and applications the Academy International British Primary School may provide students with.

The majority of people who take and view photographs or videos do so for completely innocent, understandable and suitable reasons. However, some people do not and they can abuse children through these means. For that reason, we must have boundaries and safeguards in place to protect the children. We will do so by:

- seeking parental consent for photos or videos to be published (i.e. school newsletter, school website, Facebook);
- use only the child's first name accompanying an image;
- ensure children are appropriately dressed and posed;
- encourage children to tell staff if they are worried about photos taken of them

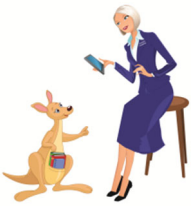
Parents are informed that when accessing some online services children's data, including but not limited to, the child's name and works may be shared with and stored in a location outside of the Academy International British Primary School. Parents are made aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

Parents are asked for their permission to publish their child's information in publicly accessible communications. Parents have the right to grant or refuse permission. No child will be treated differently or denied access to school activities or functions due to their parent's refusal to give permission to publish.

### **Rights to Access Information**

All staff, parents and other relevant users are entitled to know:

- what information the School holds about them or their child and why
- how to gain access to data
- how to keep information current
- what the School is doing to comply with its obligations under the 2018 Act



# INTERNATIONAL BRITISH PRIMARY SCHOOL

## DATA PROTECTION POLICY

Upon request, AIBPS will provide all staff, parents and other relevant users with a full account of the personal data kept about them and the reasons for which they are processed.

Under the 2018 Data Protection Act all staff and parents have a right to find out what information organisations store about them. These include the right to: be informed about how their data is being used. Any person who wishes to exercise this right should make a request in writing and submit it to the Principal. The School will ask to see evidence of your identity, such as your passport or driving license, before disclosing any information. A Data Controller has 40 days to respond to any subject access request made in writing.

AIBPS may make a charge on each occasion that access is requested in order to meet the costs of providing the details of the information held. The school aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided in accordance with the Data Protection Act, no later than one calendar month, starting from the day the school receives the request.

### **Retaining Data**

AIBPS has an obligation to retain certain staff and student personal information for a set period of time after their withdrawal from school. This is primarily for legal reasons, but also to be able to provide references. Certain types of information will be kept for different time periods.

### **Monitoring and Evaluation**

We believe that monitoring and evaluating this policy is an ongoing process. There are new kinds of data appearing constantly, so we will continue to evaluate and strive for best practice. Where any clarifications or actions are identified and needed promptly, it will be reviewed. Otherwise the Policy will be revised at its next review.

**We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules allow us to do so.**