

Data Protection and Confidentiality Policy

June 2017

The school collects and uses personal information (referred to in the Data Protection Act as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, we may be required by law to collect, use and share certain information.

The school is registered as a Data Controller, with the Information Commissioner's Office (ICO). Details are available on the ICO website.

The school issues a Privacy Notice to all pupils/parents which summarises the information held on pupils, why it is held and the other organisations to which it may be passed on to.

Purpose

This policy sets out how the school deals with personal information correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It applies to all personal information however it is collected, used, recorded and stored and whether it is held on paper or electronically.

All school staff and governors involved with the collection, use, processing or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

What is Personal Information/ data?

Personal information or data is information which relates to an individual who can be identified from that data, or from that data in addition to other information available to them. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph and other information that identifies them.

Data Protection Principles

The Data Protection Act 1998 establishes eight principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;



8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

Guidelines

These guidelines should be read in conjunction with the Social Network Policy and Acceptable Use Policy.

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than identified school staff.
3. The school prides itself on good communication with parents and carers and staff are available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents and other professionals.
4. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
5. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSCE session dealing with sensitive issues such as sex and relationships and drugs (see related policies).
6. All children, parents, staff members and governors must have an expectation for privacy. All matters are dealt with according to the school's procedures and out of the eye of the wider community. It is important that:-
 - Staff do not discuss details of individual cases arising in any staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
 - No member of staff discusses an individual child's behaviour in the presence of another child in school.
 - Staff do not enter into detailed discussion about a child's behaviour with other children or their parents.
 - Governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
 - Parents in school, working as volunteers do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows teachers to deal with such matters in line with school policy.
 - At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Headteacher's Report whilst protecting the individual's identity.
 - Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Headteacher's office and electronic records will only be available from the Headteacher's computer.



- Matters of Child Protection are made known to staff on a need to know basis.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters outside the classroom.
- All representatives of the school should follow the 'Social Network Policy'
- Volunteers, students and supply teachers are asked to read this policy before working in school.

Other Professionals

Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. When working in a classroom, they are bound by relevant school policies. In line with best practice guidance, like other school staff, they will seek to protect privacy and prevent inappropriate personal disclosures in a classroom setting, by negotiating ground rules and using distancing techniques.

7. Staff should be aware of children with medical needs. This information should be accessible to staff who need it (through the school registers) but not on general view to other parents/carers and children.
8. Photographs of children should not be used without parents/carers permission especially in the press and internet. The school gives clear guidance to parents about the use of cameras and videos during public school events (see child protection and Safeguarding policies).
9. Information about children will be shared with parents but only about their child. However parents should be aware that information about their child will be shared with the receiving school when they change school.
10. All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.
 - Logs of administration of medication to children should be kept secure and each child should have their own individual log.
 - In all other notes, briefing sheets etc. a child should not be able to be identified.
 - Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Confidentiality

There may be occasions when pupils disclose confidential issues to school staff. If these are minor they will not be discussed with anyone but treated as private and with discretion. However, more major issues will be taken either to the class teacher or the Headteacher who will decide on appropriate action. Any such information will be dealt with in accordance with Child Protection guidelines.





A Policy of Howard Park Community School
A 2016-2017 Policy

Staff will not discuss progress, problems or any other issues a child may have with anyone other than that child's own parent, carer or appropriate outside agency.

