

Chilton Trinity Technology College

Data Protection Policy



1. Introduction

The Data Protection Act 1998 came into force on 1st March 2000. It sets out what can and what cannot be done with personal data that is information about living individuals. Chilton Trinity Technology College is placed under a legal obligation to comply with the provisions of this Act.

2. Commitment to the Protection of Personal Information

Chilton Trinity Technology College needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include students, guardians, staff, governors, suppliers and others with whom it communicates. In addition, it is required by law to collect and use certain types of information to comply with the requirements of government departments.

This personal information must be dealt with properly and securely regardless of what method is used for its collection, recording or use – whether this is paper, a computer system or any other material. There are safeguards to ensure that the processing of such information is carried out in a proper fashion and these are contained in the Act.

This policy does not seek to convey the whole legislation to its readers, rather to acquaint them with the main provisions and to demonstrate that Chilton Trinity Technology College has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from Somerset County Council's Data Protection Officer.

Chilton Trinity Technology College regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions and to maintaining confidence between those with whom we deal and ourselves. We ensure that our school treats personal information lawfully and fairly.

3. Our Data Protection Standards

Chilton Trinity Technology College will, through appropriate management and adherence to agreed procedures:

- Observe fully the conditions relating to the fair collection and use of personal information.
- Meet its legal obligations to specify the purposes for which the information is used.
- Collect and process appropriate information but only that which is necessary to its operational needs or meet its legal requirements.
- Ensure the quality of information used.
- Apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity.
- Ensure that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong.
- Take appropriate technical and organisation measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

Management Arrangements

Chilton Trinity Technology College have determined that the Headteacher:

- is nominated to hold specific responsibility for data protection within the school.

The school will ensure that:

- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.
- Anyone wanting to make enquiries about handling personal information knows what to do.
- Queries about handling personal information are promptly and courteously dealt with.
- Methods of handling personal information are regularly assessed and evaluated.

FAIR PROCESSING NOTICE

The School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more co-ordinated support.) and organizations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below) All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, name and contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the school website, [SiX \(www.six.somerset.gov.uk\)](http://www.six.somerset.gov.uk) or for those pupils/parents where this is not practical, a hard copy can be obtained from the school

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government’s support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services’ role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by logging onto the School Website, SiX or for those pupils/parents where this is not practical, a hard copy can be obtained from the school.

It is important for us as a school to have up to date information, especially concerning addresses and contact numbers, not only to pass on as required, but also for emergency purposes as well as sending important information by post. Any changes can be sent to the school office.

Code of Practice and conditions of use for photographic images at Chilton Trinity Technology College

During the course of a school year, we may sometimes wish to take photographs or video students within school or participating in extended services opportunities (trips, clubs, societies and activities with partner-providers). This may be for our own records or for inclusion in our promotional material such as the school prospectus or our website. We may also invite an external photographer to the school each year to take official school photographs or the media to the school to take photographs for publication.

- We will ask your consent before the school or the media record any images of your son/daughter. To that end, we will annually issue a form to all parents/carers in order that we may comply with the Data Protection Act 1998 and demonstrate 'best practice'.
- If as a parent/carer you change your mind about giving consent to any of the above during the course of the year, you may contact the school immediately.
- If we decide to take photographs or video for any other purpose than those listed here, we will ask for additional specific consent.
- Images of students will be stored securely in school. Parents/carers should be aware that we have no control over the way external photographers or the media store images. Neither do we necessarily have control over their use of photographs on their own websites. For example, a local newspaper may decide to include photographs used in their newspaper on their own website.
- We will not include any personal details such as home phone numbers or email addresses of students in our publications, without seeking specific separate permissions from parent/carers in advance.
- We will only use photographs of students who are suitably dressed, in order to minimise any risk of misuse.

Standard Photography and Video Consent Form



Name of Student: _____

Tutor Group: _____

Name of Parent/Carer: _____

The school confirms that it shall only use photographic images of your child in line with its Code of Practice and in order to demonstrate or promote activities relating to the schools' curricular and extra-curricular provision.

A copy of the school's Code of Practice is printed on the reverse of this form.

- **As a school we sometimes use photographic images of our students for the production of displays and presentations aimed at our own learning community**
- **Unless we hear to the contrary, we will assume that you give your consent for named photographic images of your child being used for any other purposes, as listed below. If this is NOT the case, please indicate below and return this form to the school office.**

	I do <u>NOT</u> agree to the use of image:	I do <u>NOT</u> agree to my child being named:
On the school website		<i>We do not name photos used on our school website</i>
On video or webcam		
In materials aimed at the wider community (school prospectus, etc), media coverage of the school (local papers, TV) or displays in the Community		

I confirm that I have read and agree to the terms contained within this Consent Form.

Signed: _____

Parent/Carer

Date: _____