




Brilliance, through Bosland Best

Data Protection Policy

Author/Person Responsible	Head
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Review Group	FGB
Ratification Group	FGB
Review Frequency	2 years
Review Date	Mar 2022
Previous Review Amendments/Notes	
Related Policies	Freedom of Information
Chair of Governors Signature	



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Rationale

Bowsland Green Primary School is fully committed to compliance with the requirements of the Data Protection Act 1998. The school will therefore aim to ensure that all employees, elected members, contractors, agents, consultants, or partners of the Council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Act.

Aims and Guidelines

All personal information held by the school will be treated in confidence and held and used only in accordance with the terms of the DPA and other applicable legislation.

The school will, wherever possible, seek to do more than the minimum required by law, attempting to comply with the spirit of the legislation as well as the letter at all times. It will be open about the type and extent of personal data it holds. It will keep the minimum amount of personal information needed to perform its duties; it will hold that information securely, use it only for appropriate purposes and not disclose it without proper authority.

All staff will comply fully with this policy and the principles of the Data Protection Act and training and advice will be provided as necessary to enable staff to do this.

The head teacher is responsible for co-ordinating compliance with the Act; it is, however, the responsibility of each member of staff to be aware of their individual and collective responsibilities under the Act and to make sure they comply with its provisions.

The school will provide any person requesting it in the proper manner a response stating whether or not the school holds personal information about that individual and, if so, the opportunity to see the information and to have it corrected or deleted if appropriate. Persons may only request details about themselves and no other person.

Formal 'Subject Access Requests' should be made in writing to the Headteacher.

Data Protection Principles

The Eight Data protection Principles as laid down in the 1998 Data Protection Act must be followed at all times:

1. Data must be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specific and lawful purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
4. Personal data shall be accurate and where necessary kept up to date.
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act.
7. 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.



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8. Personal data shall not be transferred to a country outside the EEA, 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.

See also Freedom of Information Policy

More information can be found on the [Information Commissioner's website www.ico.gov.uk](http://www.ico.gov.uk)