

THE SYDNEY RUSSELL SCHOOL



General Data Protection Regulation (GDPR)

Data Protection Strategy

Updated May 2021



DEFINITIONS

Controller – a person, public authority, agency or other body which, alone or jointly with others, determines the purposes and method of the processing of personal data. In our case our MAT is the controller. This responsibility is passed on to us although the legal controller is our MAT.

Processor – a person, public authority, agency or other body which processes personal data on behalf of the controller e.g. teachers, Capita SIMS, DfE, MathsWatch, Exam Boards etc.

Data Protection Officer (DPO) – Under the GDPR, our school has appointed Mr Tsagkadakis as a Data Protection Lead (DPL) who is responsible for informing us / advising us about the data protection obligations and monitoring our compliance with GDPR.

Data subject – the identified or identifiable living individual to whom personal/sensitive data relates e.g. students or staff.

RATIONALE

Our school has a duty to issue a Privacy Notice to all students/parents/staff. This summarises the information held on our students, why it is held and the other parties to whom it may be passed on.

The Sydney Russell School collects and uses personal information about staff, students, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education, training, welfare, educational support services, administer school property, maintain our own accounts and records, carry out fundraising and support and manage our employees. We also use CCTV systems to monitor and collect visual images for security purposes and the prevention of crime.

In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

All members of our workforce must comply with this policy when processing personal data on our behalf. Any breach of this policy may result in disciplinary or other action. All our staff must read this document in its entirety and **sign the Appendix B – GDPR Compliance Form** confirming they have read and fully understand this strategy. This strategy will be reviewed, updated and agreed by our Senior Leadership Team, the Data Protection Lead and Governing Body on an annual basis or when relevant to include newly developed security standards into the strategy and re-distributed to all stakeholders where applicable.

1.1 What is Personal Information/ data?

Personal information or data is information which relates to a living 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, bank details and other information that identifies them.

2.1 What is Sensitive Personal Data?

Sensitive personal data includes information as to:

- an individual's racial or ethnic origin,
- their political opinions,
- religious beliefs or beliefs of a similar nature,
- whether they are a member of a trade union,
- their physical or mental health or condition,
- sexual life,
- the commission or alleged commission of an offence and any proceedings for an offence committed or alleged to have been committed by them,
- the disposal of those proceedings or the sentence of any court in such proceedings.

3.1 Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulation, and other related legislations. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

4.1 GDPR Principles of Lawful Processing

The General Data Protection Regulation sets out seven principles relating to processing of personal data.

(a)	Lawfulness, fairness & transparency <i>Gain consent</i>	Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject
(b)	Purpose limitation <i>Collected data should be for specific purpose only</i>	Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
(c)	Data minimisation <i>Do not collect more data than the purpose requires.</i>	Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
(d)	Accuracy <i>Data must be Up-to-date</i>	Personal data shall be accurate and, where necessary, kept up to date.
(e)	Storage limitation <i>Data should not be kept longer than its necessary</i>	Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
(f)	Integrity and confidentiality <i>Data must be secure.</i>	Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
(g)	Accountability	Our school shall be responsible for, and be able to demonstrate compliance with the GDPR.

Annex A. The school is committed to protecting the rights of Data Subjects (people whose data is collected or used) at all times. Anyone **processing personal data** must comply with the data protection principles mentioned above.

Our school will therefore:

- make sure that every member of staff that holds/processes pupil personal information has to comply with the GDPR when managing that information.
- inform Data Subjects (students/parents/guardians) why they need their personal information, how they will use it and with whom it may be shared. This is known as a Privacy Notice (please see **7.1 Pupil & Staff Private Notice**).
- check the quality and accuracy of the information held as good quality data will bring a wealth of benefits to our School. The correction of data will be immediate as and when inaccuracies have been identified but two official data quality reviews will take place in every academic year to make sure that we keep our data up-to-date.
- apply the records management policies and procedures to ensure that information is not held longer than is necessary
- ensure that when information is authorised for disposal it is done appropriately
- ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
- only share personal information with others when it is necessary and legally appropriate to do so
- keep records long enough and in accordance with the law
- set out clear procedures for responding to requests for access to personal information known as subject access in the GDPR (see Subject Access Request Procedure - SAR)
- train all staff so that they are aware of their responsibilities and of the school’s relevant policies and procedures

5.1 How long we are keeping records. (See our **Record Retention Strategy**)

School records are of invaluable help, not only for former students but also for local historical and genealogical research. There is a presumption against destroying any records unless it is considered that they are of no such value:

School log

School logs are retained permanently. They are retained in the school for 6 years from the date of the last entry and then transferred to the archives.

Admission registers

Admission registers are retained permanently. These are retained in the school for six years from the date of the last entry, then transferred to the archives (note that this is not the same as the class register in which daily attendance is marked)

Pupil record cards or printouts

- Primary – These are retained while the child is in the school; then transfer to the relevant secondary school.
- Secondary – These are retained until the child is 25 years old and then shredded.

Class registers

Class registers are retained whilst the students are still at school and for three years after the last date in the register; then destroyed. For example, if a pupil enters school in September 2010 and leaves in July 2017, the September 2010 register for that class can only be destroyed in August 2017.

6.1 Pupil Privacy Notice – Principle (b)

Why we are giving this to you

As your school we need to use information about you. We do this for a number of reasons. This document tells you what information we use, how we use it and why we use it.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions you may have.

Mr Tsagkadakis is our Data Protection Lead (DPL). He will be able to answer any questions you may have about what the school does with your information. If you or your parents/guardian wishes to speak to him, then he can be contacted on: gdpr@sydney-r.bardaglea.org.uk

How we use the information we hold about you

We use this personal data to enable us to:

- support your learning
- monitor and report on your progress and celebrate your successes
- keep you and everyone in the school safe & secure
- deal with emergencies involving you
- maintain our accounts and records
- provide appropriate pastoral care for you
- assess the quality of our services

We also use CCTV systems to monitor and collect visual images for security and a biometric system to facilitate payment for food purchases.

Some of these things we have to do by law. Other things we do because it supports the smooth running of the school. Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper.

The type of information we process about you will include:

- personal details (such as name, unique pupil number and address),
- personal characteristics (such as your ethnic group, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as lessons attended, number of absences and absence reasons),
- assessment results,
- any exclusion information,
- any special educational needs they may have as well as relevant medical information
- where they go after they leave us

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Teachers and other staff
- Previous schools
- People from other organisations, like doctors or the local authority for example

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Should you change school we will usually pass your information to your new school.

Who will we share pupil information with?

We may share information about you with:

- Partnership Learning Multi Academy Trust
- Other schools or institutions to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding.
- The Department for Education and/or other agencies as and when it is required by law
- Contractors, to enable them to provide an effective service to the school.

Your rights in relation to your information

You can ask to see the information we hold on you. If you wish to do this, you should contact your form tutor or our School Data Protection Lead **Mr. N. Tsagkadakis**.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

Concerns

If you are concerned about how we are using your personal data then you can contact Partnership Learning's DPO at ict@partnershiplearning.com or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office <https://ico.org.uk/concerns/>.

7.1 Staff Privacy Notice – Principle (b)

We process personal data relating to those we employ or otherwise engage in work at our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following:

- Statutory safeguarding information
- identifiers such as name and contact details
- National Insurance Number
- characteristics such as ethnic group
- employment contract and remuneration details

- post “A” level qualifications
- and absence information.

Under no circumstances we will give information about our staff to anyone outside the school or Local Authority without your consent unless the law and our rules allow us to. By law, we are required to pass on some of this personal data to:

- other departments within our LA;
- Teaching Unions;
- the Department for Children, Schools and Families (DCSF).

Under data protection legislation, you have the right to request access to information we hold about you. To make a request for your personal information, please contact our Data Protection Officer on gdp@sydney-r.bardaglea.org.uk for the appropriate form you need to complete.

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you require more information about how we and/or DfE store and use your personal data, please visit:

- www.sydneyrussellschool.com or
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

8.1 Policy Review

This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.