Ysgol Gynradd Maes-y-Deri
Oaklands Primary School



Together Everyone Achieves More

Data Protection Policy

Oaklands Primary School Data Protection

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. Oaklands Primary School is placed under a legal obligation to comply with the provisions of this Act.

Commitment to the Protection of Personal Information

Oaklands Primary School needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include pupils, parents, 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 Oaklands Primary School has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from:
http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities/DG_10031451
Oaklands Primary School 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.

Our Data Protection Standards

The school will, through appropriate management and adherence to agreed procedures:
• Observe fully the conditions relating to the fair collection and lawful 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, we will ask people to help us to achieve this by keeping us informed of any changes to the information we hold about them
• 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 incorrect
• Take appropriate technical and organisational measures to safeguard personal information.

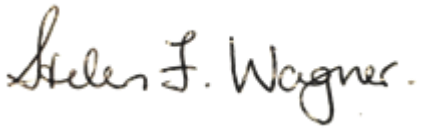
Management Arrangements

Oaklands Primary School will ensure that:

• the Headteacher holds specific responsibility for data protection within the school

• 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 dealt with promptly and courteously
• methods of handling personal information are regularly assessed and evaluated
• records of personal information will not be kept for longer than is necessary, and will Seek out and follow the advice on records retention given by the LA

This policy will be reviewed at any time on request from the governors, or at least once every two years.

Head Teacher: **C Wright**	
Chair of Governors: **H Wagner**	
Date adopted by Governors	**December 2015**
Planned review date	**December 2017**