



The Castle Partnership Trust
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Data Protection Policy

Date: January 2015

Executive Headteacher: Sarah Watson

Lead Person: Business Manager

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. The Trust is placed under a legal obligation to comply with the provisions of this Act.

2. Commitment to the Protection of Personal Information

The Trust 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 The Trust has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from the Information Commissioner's Office.

The Trust 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 schools treat personal information lawfully and fairly.

3. Our Data Protection Standards

The Trust through its schools 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.

4. Management Arrangements

The Trust has determined that the relevant Headteacher:

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

Each 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.

It is important that each school has 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 schools offices, either in writing or e-mail office@castle.somerset.sch.uk or office@courtfields.sch.uk.

APPENDIX 1

Privacy Notice - Data Protection Act 1998

We, The Castle School and Court Fields School, are Data Controllers for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous School/Academy and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

We will only use images and pictures with your consent and as outlined in our E-Safety Policy.

We will not give information about you to anyone outside the School/Academy without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information please contact these institutions directly at the following addresses:

- Information Governance Team
Somerset County Council
County Hall
Taunton
TA1 4DY
Email: informationgovernance@somerset.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained School/Academies

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 0002288

- Careers South West Ltd
3 Mendip House
High Street
Taunton
TA1 3SX
- Capita SIMS
Franklin Court
Stannard Way
Priory Business Park
Cardington
BEDFORD
MK44 3 JZ
Website: www.capita-sims.co.uk/
Telephone: 01234 838080

In addition for Secondary School/Academies

Careers South West Services - Once you are aged 13 or over we are required to pass on certain information to the Careers South West services. Careers South West is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Careers South West services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Careers South West. Please inform the School Office at your son/daughter's school if you wish to opt-out of this arrangement. For more information about Careers South West please go to the Careers South West website (www.careerssw.org).