



DATA PROTECTION POLICY

Our Data Collection Policy supports the United Nations Convention on the Rights of the Child, The most complete statement of children's rights ever produced. This is in particular relation to the following articles:

Article 3 (best interest of the child)

The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 8 (protection and preservation of identity)

Every child has the right to an identity. Governments must respect and protect that right, and prevent the child's name, nationality or family relationships from being changed lawfully.

Article 12 (respect the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Article 28 (right to educate)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in school must respect children's dignity and their rights.

1. Policy Overview

Ysgol Crug Glas school is fully committed with the Data Protection Act 1988 and recognises in full the rights and obligations established by the Act in relation to the management and processing of personal data. This policy sets out what Ysgol Crug Glas does in practice to meet its data protection obligations.

2. Data Protection Acts Responsibility

The Head teacher in conjunction with the Governing Body is responsible for the general development, promotion and adherence to this policy.

Using information and guidance provided by the Head teacher, all staff that are likely to processed personal data in any way are expected to:

- Understand and adhere to the eight Data Protection Principles set out in the Act;
- Manage all records in accordance with the relevant records retention;
- Dispose of and/or destroy confidentially where necessary those records that have reached the end of their retention period.

3. School Compliance with Data Protection Principles

Ysgol Crug Glas is committed to the eight Data Protection Principles set out in the Act.

The Head teacher provides a central and focal point for promoting good management of personal data and for upholding the rights established in the Act.

Subject Access Requests are managed in accordance with specified and established procedures.

The Head teacher will establish, implement and monitor adherence to Data Protection procedures and accompanying retention schedules to ensure that data is not retained for any longer than necessary.

In order to prevent unauthorised processing, or accidental loss, damage or destruction, records that hold personal data are stored in locked filing cabinets and applications and servers are managed by passwords that are significant security standard.

4. Educational Records

Under Data Protection Act 1998 all pupils are entitled to have their educational records disclosed to them, free of charge, within 15 school days of making a written request.

5. Subject Access Requests

Ysgol Crug Glas recognises the right of all data subjects to access information held about them and has established a procedure for responding to requests for access to such information.

Ysgol Crug Glas aims to comply with requests for access to personal information as quickly as possible, and ensures that information is provided within the statutory 40-day limit unless there is a good reason for delay.

1. Requests for information must be made in writing; which includes email, and be addressed to the Head teacher. If the initial request does not clearly identify the information required, then further enquiries will be made.
2. The identity of the requestor must be established before the disclosure of any information. Evidence of identity will be established by requesting production of:

- Passport
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- Driving Licence

- Utility bills with the current address
- Birth/Marriage certificate
- P45/P60
- Credit Card or Mortgage statement

This List is not exhaustive

3. Any individual has the right of access to information held about them. However with children, this is dependent upon their capacity to understand (normally age 12 or above) and the nature of the request. The Head teacher can discuss the request with the child and take their views into account when making a decision. A child with competency to understand can refuse to consent to the request for their records. Where the child is not deemed to be competent an individual with parental responsibility or guardian shall make the decision on behalf of the child. Any subject Access requester has the right to appeal any decision.
4. The school may make a charge for the provision of information, dependent upon the following:

Ysgol Crug Glas reserves the right not to release any information, and the 40-day deadline period does not commence, until the school has received adequate information to identify the individual requesting the information, and Ysgol Crug Glas is satisfied that the request is a genuine request made by or with knowledge and consent of the data subject.

Data Subjects are always informed about the progress of their request, including any decision not to release any data or any reason(s) for delaying a response.

6. Complaint Procedure

Ysgol Crug Glas has in place a complaints procedure to ensure individuals concerned about any aspect of the management of personal data are able to raise their concerns in a fair and equal way. This procedure is available from the Head teacher.

7. Data Protection Awareness

The Head teacher is responsible for ensuring that adequate and appropriate knowledge of the Act and the schools legal obligations is available to all staff.

8. Policy Review

Every 12 months to ensure Ysgol Crug Glas meets effectively its operational and legal requirements.

Authorisation of policy	
Signed Maggi Bullen Chair of Governors	Date
Signed Clare Hobson Acting Head teacher	Date