

Priory Junior School

Data Protection Policy

This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to staff, pupils, parents and governors.

1. Introduction

- a) Priory Junior School needs to keep certain information about our employees, pupils and other users to allow us, for example, to monitor performance, achievement, and health and safety.
- b) To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Priory Junior School must comply with the Data Protection Principles which are set out in the Data Protection act 1998 (the 1998 Act).
- c) In summary these principles state that personal data shall:
 - i. Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
 - ii. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
 - iii. Be adequate, relevant and not excessive for that purpose.
 - iv. Be accurate and kept up to date.
 - v. Not be kept for longer than is necessary for that purpose.
 - vi. Be processed in accordance with the data subject's rights.
 - vii. Be kept safe from unauthorised access, accidental loss or destruction.
- d) All staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the School has developed this Data Protection Policy. This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the School from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

2. The Data Controller and the Designated Data Controllers

- a) The School as a body corporate is the Data Controller under the 1998 Act, and the Governors are therefore ultimately responsible for implementation. However, the Designated Data Controller will deal with day to day matters.
- b) The Designated Data Controllers are the Head Teacher and the School Business Manager.