

Holywell C of E Primary School Information Commitment Statement

Your Information - Our Commitment

Holywell C of E Primary School holds a great deal of information, much of which is confidential. This may be information about:

- our pupils
- our pupil's parents or guardians
- our governors
- our teachers and other staff

If we hold information about you, we wish to assure you that we are processing the information fairly and lawfully and that we will inform you of the purposes for which we require the information when you supply it to us.

In particular:

When we collect information

- we will only collect information that is necessary for what we do
- we will be fair in the way we collect information about you
- we will tell you who we are and what we intend to do with the information about you
- where practicable, we will collect information which relates to you directly from you
- if we collect information about you from someone else we will, wherever possible, make sure you know that we have done this

When we use and disclose information about you

- we will only use or disclose your information for legitimate purposes about which you have been told unless we are required to do otherwise for legal reasons

Information quality

- we will ensure that information about you is accurate and up to date when we collect or use it. You can help us to achieve this by keeping us informed of any changes to the information we hold about you

Information security

- we will keep information about you secure
- we will protect your information against unauthorised use, damage, loss and theft

Retention

- we will hold information about you for as long as is necessary but, subject to any statutory retention periods, we will ensure that the information is disposed of in a secure and proper manner when it is no longer needed

Openness

- we will be open with you about what kinds of information we hold and what we do with it

Access and correction

- wherever possible, we will let you see the information we hold about you (should you wish) and correct it if it is wrong

In general:

- we will comply with the provisions of the Data Protection Act 1998 and any subsequent legislation relating to information handling and privacy. We will achieve this through the school's Information Security and Data Protection Policies supported by proper working practices and procedures.

If you need more a more detailed explanation of any of the commitments made in this statement, please contact the school's Head Teacher

Signed by

(Please print name).....Head Teacher

Holywell C of E Primary School

Information Security Policy

1. Introduction

The school's investment in the acquisition, storage and use of electronic and paper based information exists primarily to help provide the effective delivery of its services. This information is held about a variety of people and it is essential that the availability and confidentiality of accurate relevant information is maintained in a secure and legal environment.

The school is committed to achieving policy requirements through an Information Security process. To actively demonstrate this, the Council has issued a Commitment Statement which provides assurance to pupils, parents, governors and staff that sound and secure measures are in place to protect the confidentiality, integrity and availability of their information.

2. Objective

The information security objective is to ensure that the school's information base is protected against identified risks so that it may continue to deliver its services and obligations to the community. It also seeks to ensure that any security incidents have a minimal effect on its business and academic operations.

3. Policy

The purpose of this policy is to protect the school's information assets from all threats, whether internal or external, deliberate or accidental.

The key aims of the policy are to ensure that:

- information is protected from unauthorised access
- confidentiality of personal or sensitive information is assured
- integrity of information is maintained
- information is disposed of in a timely, appropriate and secure manner
- legislative requirements and school policy and practices are observed
- business continuity plans are produced, maintained and tested
- information security training is available to all school staff
- appropriate monitoring and reporting processes are put in place to identify and act upon breaches of information security

4. Supporting framework

In order to achieve this, the school will develop and maintain information security standards. Procedures, working practices and protocols will be developed to support this policy. Examples of measures to achieve the above are physical security, virus control and the use of passwords for access control. The development of any new system will include information security analysis and requirements as part of the initial specification.

5. Responsibilities

The school's Head Teacher has direct responsibility for maintaining this policy and providing advice and guidance on its implementation. The Head Teacher will also have responsibility for ensuring that the school's Management Team receives an annual report on both the implementation and maintenance of the policy and its associated standards.

All staff are responsible for policy implementation and for ensuring that staff they manage also adhere to the standards.

6. Implementation

This policy will be made available to all pupils, parents, guardians, staff (whether permanent or temporary) and governors.

7. Review

The school's Management Team will review this policy annually and any changes necessary as a result of this review will be implemented without delay.

Holywell C of E Primary School

Data Protection Policy

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

2. Commitment to the Protection of Personal Information

Holywell C of E 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 Holywell C of E Primary School has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from Devon County Council's Information Compliance Team whose e-mail address is dpo@devon.gov.uk.

Holywell C of E 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.

3. Our Data Protection Standards

Holywell C of E Primary School 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 organisational measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

Management Arrangements

Holywell C of E Primary School will ensure that:

- Someone is nominated to hold 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 promptly and courteously dealt with
- Methods of handling personal information are regularly assessed and evaluated