

## **Pownall Hall School**

*'Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every child lies at its heart.'*

### **3i. DATA PROTECTION POLICY**

At Pownall Hall School, we are required to process relevant personal data regarding current, past and prospective pupils and their parents and guardians. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.

The Headmaster is the school's Data Protection Controller (DPC).

#### **Aims**

We will endeavour to ensure that all personal data is processed in compliance with the Principles of the Data Protection Act 1998.

We aim to ensure that all data is:

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Not transferred to other countries without adequate protection.

#### **Personal Data**

Personal data covers both facts and opinions about an individual. This personal data may include (but is not limited to); names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

We will not normally seek consent to process data which is necessary for the school to undertake its obligations to pupils and their parents or guardians.

Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual.

We may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the school, the explicit consent of the appropriate individual will generally be required in writing.

## **Rights of Access**

Individuals have a right of access to information held by the School. Any individual wishing to access their personal data should put their request in writing to the Headmaster. The School will respond to any such requests as soon as is reasonably practicable.

Certain data is exempt from the right of access under the Data Protection Act; this may include information which identifies other individuals, information which the school reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. The school is not required to disclose any pupil examination scripts.

We will treat as confidential any reference given by the school for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. We acknowledge that an individual may have the right to access a reference relating to them received by the school. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference, where the referee has given their consent or if disclosure is reasonable in all the circumstances.

## **Pupil's Rights**

The rights under the Data Protection Act are the individual's to whom the data relates. We will normally rely on parental consent to process data relating to pupils. We will only grant the pupil direct access to their personal data if we believe that the pupil understands the nature of the request.

Pupils agree that the school may disclose their personal data to their parents or guardians. In the exceptional circumstance that a pupil should withhold their agreement to their personal data being disclosed to their parents or guardians, we will explain to the pupil the possible consequences of withholding their consent and discuss why disclosure will be in the best interests of the pupil or other pupils. The DPC will decide whether confidentiality should be maintained in such cases.

## **Exemptions**

Certain data is exempted from the provisions of the Data Protection Act:

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

## **Disclosure of Information**

We may receive requests from third parties to disclose personal data about pupils, their parents or guardians. We will take all reasonable steps to verify the identity of the third party and we will not disclose information unless the individual has given their consent, or one of the specific exemptions under the Data Protection Act applies.

We do disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.

- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of the School.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.

### **Use of Personal Information by The School**

The School will make use of personal data relating to pupils, their parents or guardians in the following ways. Should you wish to limit or object to any such use, please notify the DPC in writing:

- To make use of photographic images of pupils in school publications and on the school website. We will not publish photographs of individual pupils with their names on the School website without the express agreement of the appropriate individual.
- For fundraising, marketing or promotional purposes and to maintain relationships with pupils of the school.

### **Accuracy**

We will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the DPC of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

### **Security**

We will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. We will ensure that all personal information is held securely and is not accessible to unauthorised persons.

### **Complaints**

If an individual believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should refer to the school complaints procedure and should also notify the DPC.

This policy will be reviewed at least every two years.

**Approved**

**November 2015**

*Signed*

*Date*

*Mrs. Eileen MacAulay, Chair of Governors*

*November 2015*

**Review Date:        November 2017**