



Cheadle Hulme School

DATA PROTECTION AND FREEDOM OF INFORMATION POLICY

Please also refer to Equality & Diversity Policy

This Policy is applicable to all pupils in the School including those in an EYFS setting.

**Please follow this link for the relevant procedure on the School's intranet:
Data Protection and Freedom of Information Procedures & Responsibilities**

The School retains certain information about its employees, pupils and their parents to allow it to monitor performance, achievements and health and safety, and to enable effective communication with parents. The School will comply with all relevant legislation and other good practice guidance to ensure that any personal data kept, whether on computers or in personal files, is treated in a manner that is fair and lawful.

The School and all staff or others who process or use personal information on the School's behalf will ensure that personal data shall be:

- obtained and processed fairly and lawfully, for a specified purpose and shall not be processed in any manner incompatible with that purpose
- accurate, relevant, adequate and not excessive for that purpose.
- kept for no longer than is necessary for that purpose.
- processed in accordance with the data subject's rights.
- kept safe from unauthorised access, accidental loss or destruction.
- transferred only within the European Economic Area; unless a country outside that area country has equivalent levels of protection for personal data.

Access to Data

The School will comply with the latest legislation in relation to enabling individuals' appropriate access to data stored about them.

The School will ensure that its **Data Protection Procedures and Responsibilities** are reviewed regularly to determine whether they comply with legislation and are fit for purpose.

The Data Controller and the Data Protection Compliance Officer

The School as a body corporate is the Data Controller under the 1998 Act. The Data Compliance Officer is the Head. However, day to day matters are dealt with by the Human Resources and Compliance Officer together with the Chief Operating Officer.

Status of this Policy

This policy does not form part of the formal Contract of Employment for staff or a formal offer of a place of study for pupils. It is a condition of employment or admission that employees and pupils' parents will abide by the rules and policies made by the School from time to time. Any failure to follow the policy can, therefore, result in disciplinary proceedings.

Data protection statements will be included in the School prospectus and on any forms that are used to collect personal data.

Any member of staff, student, or any other individual who considers that the policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the Data Protection Compliance Officer.

Date of approval by Governors:

July 2016

Date of approval by Head and Second Master

July 2016

Proposed review date:

June 2017

SLT member responsible:

Chief Operating Officer

Governor Group responsible:

Legal and Compliance

Relevant Procedure:

Data Protection & Freedom of Information Procedures
and Responsibilities