



*Dring yn uchel, dring yn uwch
Climb high, climb higher*

Data Protection Policy

Statement of Intent

At Pontyclun Primary School children and adults are working together to recognise and act upon the rights of the child and become a Rights Respecting School. They will learn about the rights of the child by studying the United Nations Conventions on the right of the child (UNCRC). This is a comprehensive human rights treaty that enshrines specific children's rights in international law.

When children are taught to understand their own rights we believe that they will then appreciate and respect the rights of others.

All staff and pupils have agreed to uphold the following principles as part of our developing school ethos.

Pupils have

- a right to learn,
- a right to be heard,
- a right to a childhood,
- a right to be treated fairly,
- a right to be healthy.

These rights will be reflected in all school policies.

1. Introduction

Pontyclun Primary School is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

The School needs to keep certain information about our employees and pupils to allow us to monitor performance, achievement and health and safety.

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 we must comply with the Data Protection Principles which are set out in the Data Protection Act 1998.

Article 13

You have the right to get information and say what you think.



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The Principles state:

- Personal information must be fairly and lawfully processed
- Personal information must be processed for limited purposes
- Personal information must be adequate, relevant and not excessive
- Personal information must be accurate and up to date
- Personal information must not be kept longer than necessary
- Personal information must be managed in accordance with the data subject's rights
- Personal information must be secure
- Personal information must not be transferred to other countries without adequate protection. (For principles see Appendix 1)

A concise, detailed overview of the Principles can be found in the following booklets which are held by the Head Teacher.

- Data Protection Act 1998
- Freedom of Information Act 2000 and the Environmental Information Regulations 2004
- Data Protection Act – Subject Access Requests and Requests for Pupil Information.

More detailed advice and information can be found on:

www.ico.org.uk/for-organisations/education

2. The Data Controller and the Designated Data Controller

- Under the Data Protection Act, all organisations that handle personal data are termed 'data controllers'. In maintained schools, Pontyclun Primary, the role of the data controller rests with the governing body, which is responsible for ensuring the proper management of personal information throughout the school.
- RCT Education Authority offers data protection support for school, but the responsibility for ensuring compliance remains with the school's governing body.
- The Governing Body has delegated day to day management to the Head Teacher but will retain active oversight to ensure compliance.

The designated governor is CBC Martin Ashford.

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Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about him/her self should raise the matter with Head Teacher in the first instance.

3. Responsibilities of the Staff

All staff are responsible for:

- Checking that any information that they provide to the School in connection with their employment is accurate and up to date.
- Informing the school of any changes to information that they have provided e.g. change of address
- Handling all personal data e.g. pupil attainment data, with reference to the Policy.

4. Responsibilities of the Governing Body

See Appendix 2

5. Data Security

All staff are responsible for ensuring that:

- Any personal data that they hold is kept securely.
- Personal information is not disclosed either orally or in writing or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Personal information should:

- Be kept in a filing cabinet, drawer etc in a secure office.
- If it computerised, be password protected both on a local hard drive and on a network drive that is regularly backed up.
- Is a copy is kept on a removable storage media, that media itself is password protected and kept in a secure place.

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6. Rights to Access Information

- All staff, parents and other users are entitled to:
 - Know what information the School holds and the processes about them or their child
 - Know how to get access to it
 - Know what the School is doing to comply with its obligations under the 1998 Act
- The School will, upon request, provide all staff, parents and other relevant users with a statement regarding the personal data held about them. This will state all types of data the School holds and processes about them, and the reasons for which they are processed.
- All staff, parents and other users have the right under the 1998 Act to access personal data being kept about them or their child either on computer or certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Head Teacher. The School will ask to see evidence of your identity, such as passport, driving license, before disclosure of information.
- The School aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 calendar days of receiving the request.

For more detailed information see **Data Protection Act – Subject Access Requests and Requests for Pupil Information**

7. Retention of Data

The School has a duty to retain some staff and pupil personal data for a period of time (7 years), following their departure from the School, mainly for legal reasons, but also for purposes such as being able to provide references.

8. Monitoring and Evaluation

This is ongoing. Where any clarifications or actions are needed the Policy will be amended as and when necessary

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APPENDIX 2

Role of the Governing Body

- To ensure that Pontyclun primary School has clear and up to date procedures for complying with the Data Protection Act 1998 and the Freedom of Information Act and Environmental Information Regulations, including maintaining a publication scheme and responding to requests for information.
- To ensure that the school has an up to date Policy covering data protection and handling requests for information.
- Ensuring that training and awareness for staff takes place.
- Ensuring that there is a good records management in place.
- Ensuring security of data.
- Ensuring that good procedures are in place for handling requests and personal information.
- Governors should be aware of:
 - Staff taking information home
 - Staff using their own laptops in school.

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This Data Protection Policy/ Plan was ratified by:

The Policy Committee 4/3/24

Full Governors 6/3/24

Signed [Signature] Head Teacher Date 6/3/24

Signed [Signature] Chair of Governors Date 6/3/24

