

# **Portadown Integrated Nursery and Primary School Data Protection Policy**

The nature of our work in school brings us into contact with confidential information. All those involved with handling information working in, or with school must be able to do so sensibly and with confidence.

This policy sits alongside all other policies in school, especially, but not exclusively Child Protection Policy, Special Educational Needs Policy, Assessment Policy, but also, Records of Concern, Care Plans.

The school will comply with:

- The terms of the Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.

## ***Data Protection Advice for Schools***

- Information and guidance on data protection is available at ***[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)***.
- This policy should be used in conjunction with the school's ***Internet Use Policy***.

## **Data Gathering**

- All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

## **Data Storage**

- Personal data will be stored in a secure and safe manner.
- Electronic data will be protected by standard password systems operated by the school.
- Computer workstations in administrative areas will be positioned so that they are not visible to non office staff waiting either in the office or at the reception hatch.
- Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.
- Particular attention will be paid to the need for security of sensitive personal data.
- All enquiries and office business to be made by staff, children and parents will be conducted via the hatch.

## Data Checking

- The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.
- Any errors discovered will be rectified and, if significant incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

## Data Disclosures

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- When requests to disclose personal data are received by telephone it is the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised.
- If a personal request is made for personal data to be disclosed it is again the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity must be requested.
- Requests from parents or children for printed lists of the names of children in particular classes (Birthday party invitations etc) should politely refused as permission would be needed from all the data subjects contained in the list.
- Personal data will not be used in newsletters, websites or other media without the consent of parent/carers. Routine consent issues will be incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school.
- Personal data will only be disclosed to the PSNI, Social Services or other relevant agencies following a formal. Requests must be authenticated and have legitimate need.
- A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.
- Staff must not discuss any details about another child who could be identified through the discussion with anyone but the child's own parent/carer.
- Information given by parents/carers will be passed on a need to know basis to other staff within the school (in line with Data Protection Act). Staff must not discuss details of a child in 'casual' conversations and never in an environment where other children, parents or visitors to the school could overhear. Information about a child or family must not be discussed with people from other settings without the Principal's permission.
- Any information passed via e-mail must be marked **CONFIDENTIAL**. Such e-mails must only be opened within the school system; opening such an email at home or sending such an email from a home computer will render the information 'insecure' which can then be shared openly. Emails containing personal information must be password protected.

- Issues of a personal nature must remain confidential to the people involved. Information of this type must only be passed on to those who **'need to know'**. When receiving information, it is important that you clarify with the person making the disclosure who you will need to share the information with.

### **Subject Access Requests**

- If the school receives a written request from a data subject to see any or all personal data that the school holds about them this should be treated as a Subject Access Request and the school will respond within the 40 day deadline.
- Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40 day time limit.

### **Computer security**

Computer security is constantly evolving, and is a complex technical area. consider the following guiding principles when deciding the more technical side of information security.

- Firewall and virus-checking is installed on all computers and devices.
- Make sure that your operating system is set up to receive automatic updates.
- Staff only access information they need to do their job and don't share passwords.
- Encrypt any personal information held electronically that would cause damage or distress if it were lost or stolen.
- Take regular back-ups of the information on your computer system and keep them in a separate place so that if you lose your computers, you don't lose the information.
- Securely remove all personal information before disposing of old computers (by using technology or destroying the hard disk).

## Email security

- We consider whether the content of the email should be encrypted or password protected.
- When you start to type in the name of the recipient, some email software will suggest similar addresses you have used before. If you have previously emailed several people whose name or address starts the same way - eg “Dave” - the auto-complete function may bring up several “Daves”. Make sure you choose the right address before you click send.
- When using a group email address. Check who is in the group and make sure you really want to send your message to everyone.
- If you send a sensitive email from a secure server to an insecure recipient, security will be threatened. We will check that the recipient’s arrangements are secure enough before sending your message.

This policy will be included in the *Staff Handbook*.

Reviewed: September 2019

Next review date: September 2020

# Portadown Integrated Primary and Nursery School Confidentiality Policy

## LEGAL REQUIREMENTS

### Human Rights Act 1998

Gives everyone the right to 'respect for his private and family life, his home and his correspondence'; unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

### Data Protection Act 1998

Applies to persona; data of living, identified viable individuals, not anonymised data: manual and electronic records. Schools need to be clear, when collecting data, what purposes it will be used and schools should have policies to clarify this to staff, pupils and parents.

### Freedom of Information Act 2000

Amends the Data protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed. School data or Record keeping policy should also cover the requirements of the act.

## AIMS OF THE CONFIDENTIALITY POLICY

- To provide clear guidance to all members of the school community around confidentiality.
  - To encourage children to talk to a trusted adult if they are having problems
  - To ensure all adults working in school deal confidently with sensitive issues
- This confidentiality Policy impacts upon every other school policy.

## All Adults Working In Our School:

- Implement the Child Protection Policy
- Encourage children to talk with their parents/carers
- Keep anything seen or heard within school confidential to the school
- Who has a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will give greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the schools procedures for the taking of and use of photographs and video recording in school.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.

- Unconditional confidentiality should never be given.
- If an adult receives external information that leads them to believe there is a child protection issue, they should refer the information to the child protection co-ordinator.
- No adult should discuss an individual child's behaviour in the presence of another child
- No adult should enter into detailed discussion about a particular child's behaviour or academic progress with the other children or their parents.

### **Governors Meetings**

- Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside the meeting.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked confidential and should be copied onto different coloured paper. These confidential papers should be destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parent/carers. Although decisions reached at governors meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

### **Information About Children**

- Information about children will be shared with parents/carers but only about their child. Parents/Carers will not have access to any other child's books or information about their progress. However, parents/Carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children including social services records are regarded as confidential. The Headteacher will decide who will have access and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, minutes of meetings, social care and health services will be circulated in envelopes and once read should be returned for secure filing.

### **In The Classroom**

- All adults should not put pressure on children to disclose personal information and should discourage from applying any such pressure.
- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.
- If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the classteacher/headteacher/listener e.g. bereavement.

### **DISSEMINATION OF THE POLICY**

All staff members, governors and adults working in the school (including voluntary helpers) will receive a copy of this policy. A copy will be kept in the Policy file for parents to read on request. A copy of the policy will be available on the school website.

**MONITORING AND REVIEW**

The child protection co-ordinator will monitor the effectiveness of the policy throughout the year in consultation with the governor with responsibility for child protection.

**REVIEW OF POLICY**

Signature of Principal and Chair of Governors

----- Principal

-----Chair of Governors

Policy approved by Governing Body-----

The policy will be reviewed-----