



**Willoughby School**

**Data Protection Policy**

**December 2017**

Willoughby School is registered with the Information Commissioner's Office (ICO) as a Data Controller and adopts the principles of data protection as outlined in the Data Protection Act 1998 as outlined below.

In addition to these principles, Willoughby School has adopted the Lincolnshire County Council guidance on establishing Privacy notes for employees who work at Willoughby and pupils who attend Willoughby. These form part of our Data Protection Policy.

### **The Principles of the Data Protection Act 1998**

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
  - a) At least one of the conditions in Schedule 2 is met and
  - b) In the case of sensitive personal data, at least one of the conditions in schedule 3 is also met
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purposes or those purposes.
6. Personal data shall be processed in accordance with the rights of data subject under this Act.
7. Appropriate technical and organizational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Staff will maintain awareness of Data Protection principles and good practice through dialogue and administrative monitoring of processes.

Data will be stored securely and handled by staff appropriate to role in a professional and confidential manner.

Requests for personal information will be dealt with in accordance with the school's Freedom of Information Policy. School reserves the right to make a charge for hard copy requests which will be assessed dependent upon the nature and size of the request. Timescales to process the request will again be dependent upon the data requested, but school will aim to process the request within two weeks where possible.

## PRIVACY NOTICE

**School Workforce: those employed or otherwise engaged to work at a school or the Local Authority**

Privacy Notice – Data Protection Act 1998

We Lincolnshire County Council are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and /or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff negotiating body.

This personal data includes some or all of the following – identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

### Further Information

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

<http://www.lincolnshire.gov.uk/childrenservicesdataprivacy> and  
<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

[David.Robinson@lincolnshire.gov.uk](mailto:David.Robinson@lincolnshire.gov.uk)

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3 BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0370 000 2288

**PRIVACY NOTICE  
For  
Willoughby School**

**Pupils in Schools, alternative Provision and Pupil Referral Units and Children in Early Years Settings**

Privacy Notice – Data Protection Act 1998

We, Willoughby School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children
- Contact details will be shared with the LA for the purpose of the provision of information about the Primary School application process (for Early Years Settings only)

This information includes your contact details, national curriculum assessment results, attendance information (1) and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learning number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department of Education (DfE)

- 1) Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

If you want to see a copy of the information about you that we hold and/or share, please contact the School Business Manager at school.

**Further Information**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites

<http://www.lincolnshire.gov.uk/local-democracy/information-governance-data-protection>

and

<http://www.education.gov.uk/researchandstatistics/stats/schoolcensus/a0064418/privacy-notice-for-the-school-census>

<http://www.education.gov.uk/researchandstatistics/stats/earlyyearsensus/a0064459/early-years-census-privacy-notice>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/why-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- [InformationGovernance@lincolnshire.gov.uk](mailto:InformationGovernance@lincolnshire.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3 BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288

In addition for Secondary Schools

We are required by Section 72 of the Education and Skills Act 2008 to pass on certain information to the provider of youth support services in your area. In Lincolnshire these services are organized by Lincolnshire County Council.

This data is used by Lincolnshire County Council to maintain a data base of all young people in Lincolnshire. This is used to keep track of young people to ensure they are offered appropriate support to remain in education, employment or training once they have left statutory education. Lincolnshire County Council also has a statutory duty to routinely report this data to the Department for Education.

The information we must pass on about you is your name, address and date of birth. We may also be asked to pass on additional information about you – for example, your ethnicity – however you (if you are aged 16 or over) or your parents (if you are aged under 16) can refuse for this additional data to be passed on. Please inform the School Business Manager if this is what you or your parents wish.

You can find out more about how Lincolnshire County Council use your data at <http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection?tab=downloads>

You can read a copy of the Education and Skills Act 2008 at [www.legislation.gov.uk](http://www.legislation.gov.uk)

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm)