



Staplehurst School

Data Protection, Records Management and Freedom of Information Policies

Date

Policy reviewed, proposed and ratified at a meeting of **The Full Governing Body**

7 December 2016

Policy to be next reviewed

December 2018

These policies will be updated every two years or more frequently as necessary to reflect best practice or amendments made to the Data Protection & Freedom of Information legislation.

Contents

Part 1 - Data Protection Policy	3
Scope of the Policy	3
The Eight Principles	3
Responsibilities	3
Part 2 - Records Management Policy	5
Scope of the policy	5
Responsibilities	5
Relationship with existing policies	5
Part 3 - Freedom of Information Policy and Publication Scheme	6
Introduction	6
What is a publication scheme and why has it been developed?	6
Aims and objectives	6
Categories and classes of information published	6
Class 1, 2 & 3: School Information	6
Class 4: Governors' documents	7
Class 5: Our policies and procedures	8
Class 6 & 7: Lists and Registers and the services we offer	10
How to Request Information	10
Paying for Information	10
Responsibilities	10
Feedback and Complaints	10
Appendix 1 – Data Protection Act Privacy Notices	11
Appendix 2 - KCC Procedure for Access to Personal Information	13
Appendix 3 – KCC Guidance for Staff on Security of Personal Information	16
Appendix 4 – Other Non-Statutory Documents held by the school	17

Part 1 - Data Protection Policy

The Data Protection Act 1998 is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data.

This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the Data Protection Act. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

Scope of the Policy

Personal information is any information that relates to a living individual who can be identified from the information. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings.

The School collects a large amount of personal data every year including: staff records, names and addresses of those requesting prospectuses, examination marks, references, fee collection as well as the many different types of research data used by the School. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

The Eight Principles

The Act is based on eight data protection principles, or rules for 'good information handling'.

1. Data must be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specific and lawful purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) 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(s) shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data protection Act.
7. Appropriate technical and organisational 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 outside the EEA, 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.

Responsibilities

The School must:

- Manage and process personal data properly
- Protect the individuals right to privacy
- Provide an individual with access to all personal data held on them.

The School has a legal responsibility to comply with the Act. The School, as a corporate body, is named as the Data Controller under the Act.

Data Controllers are people or organisations who hold and use personal information. They decide how and why the information is used and have a responsibility to establish workplace practices and policies that are in line with the Act.

The School is required to 'notify' the Information Commissioner of the processing of personal data. This information will be included in a public register which is available on the [Information Commissioner's website](#)

Every member of staff that holds personal information has to comply with the Act when managing that information.

The School is committed to maintaining the eight principles at all times and follows KCC's Information Security Guidance for Schools

This means that the school will:

- Inform Data Subjects why they need their personal information, how they will use it and with whom it may be shared. This is known as a Privacy Notice. (See **Appendix 1**)
- check the quality and accuracy of the information held
- apply the records management policies and procedures to ensure that information is not held longer than is necessary
- ensure that when information is authorised for disposal it is done appropriately
- ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
- only share personal information with others when it is necessary and legally appropriate to do so
- set out clear procedures for responding to requests for access to personal information known as subject access in the Data Protection Act (see **Appendix 2 for the KCC procedures for Access to Personal Information**)
- train all staff so that they are aware of their responsibilities and of the schools relevant policies and procedures (see **Appendix 3 for KCC Guidance for Staff on Security of Personal Information**)

Part 2 - Records Management Policy

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers scope, responsibilities and relationships with existing policies.

Scope of the policy

- This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

Responsibilities

- The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.
- The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

Relationship with existing policies

This policy has been drawn up within the context of: Data Protection policy and Freedom of Information Publication Scheme, with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Part 3 - Freedom of Information Policy and Publication Scheme

Introduction

Under the Freedom of Information Act 2000 and since 1 January 2005 there has been a legal right for any person to make a request to a school for access to information held by that school. Schools are under a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly.

This is Staplehurst School's Freedom of Information Policy and Publication Scheme.

What is a publication scheme and why has it been developed?

One of the aims of the Freedom of Information Act 2000 is that public authorities, including schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge, or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form and some is available on our website for you to download. Some information which we hold may not be made public, such as personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aims and objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child;
- help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

Categories and classes of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

Class 1, 2 & 3: School Information

This section sets out information about; who we are and what we do, what we spend and how we spend it and what our priorities are and how we are doing

Who we are and what we do & what our priorities are and how we are doing	
School Information	<p>Under the School Information Regulations, maintained schools, are required to publish the following details online:</p> <p><u>Contact Us</u> The school's name, postal address and telephone number, plus a contact name to whom enquiries should be addressed</p> <p><u>Admissions</u> If the local authority decides your admissions, give information on where and how this information can be accessed on the local authority's website</p> <p><u>Ofsted report</u> Information on where to access the school's most recent Ofsted report</p> <p><u>SATS results</u> The school's most recent key stage 2 results as published by the Secretary of State. The school must publish the percentage of key stage 2 pupils who achieved:</p> <ul style="list-style-type: none">• the expected standard or above in reading, writing and maths• average progress in reading, writing and maths



	<ul style="list-style-type: none"> • an average ‘scaled score’ in reading and maths • a high level of attainment in reading, writing and maths <p><u>School's Performance table</u> Information on how to access the School Performance Tables on the DfE website</p> <p><u>Curriculum</u> For each academic year, the content of the curriculum followed for each subject and details as to how additional information relating to the curriculum may be obtained and in relation to key stage 1, the names of any phonics or reading schemes in operation</p> <p><u>Pupil Premium</u> The school must publish a strategy for the school’s use of the pupil premium. For the current academic year, the school must include:</p> <ul style="list-style-type: none"> • the school’s pupil premium grant allocation amount • a summary of the main barriers to educational achievement faced by eligible pupils at the school • how the school will spend the pupil premium to address those barriers and the reasons for that approach • how the school will measure the impact of the pupil premium • the date of the next review of the school’s pupil premium strategy <p>For the previous academic year, the school must include:</p> <ul style="list-style-type: none"> • how we spent the pupil premium allocation • the impact of the expenditure on eligible and other pupils <p><u>PE funding report</u> The school must publish:</p> <ul style="list-style-type: none"> • how much funding the school received • a full breakdown of how we’ve spent the funding or will spend the funding • the effect of the premium on pupils’ PE and sport participation and attainment • how you’ll make sure these improvements are sustainable <p><u>SEND Policy</u> The report prepared by the school under section 317(5) (a) of EA 1996 (duties of governing bodies in relation to special educational needs)</p> <p><u>Charging Policy</u> The school’s charging and remissions policy</p> <p><u>Complaints Procedure</u> The school must publish details of the school’s complaints procedure</p> <p><u>Prospectus</u> A statement of the school’s ethos and values</p> <p><u>Governors’ information and duties</u> The school must publish information about the school’s governors, including details of each governor’s:</p> <ul style="list-style-type: none"> • business interests • financial interests • governance roles in other schools • the structure and responsibilities of the governing body and committees
School Improvement	School Improvement Plan including performance indicators. All documents (other than those which the Governing Body deem to be Confidential) are available for viewing at the school; however we reserve the right to make a charge should you require your own copy
What we spend and how we spend it	
Financial Information	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. All documents are available for viewing at the school; however we reserve the right to make a charge should you require your own copy

Class 4: Governors’ documents

This section sets out information about how we make decisions. All the documents listed are available for viewing at the school; however we reserve the right to make a charge should you require your own copy

Class 4	Description
Instrument of	A statutory document “made” by the Local Education Authority which records:



Government	<ul style="list-style-type: none"> the name of the school the category of school the name of the governing body the manner in which the governing body is constituted the total number of governors the term of office of each category of governor if less than four years the name of any body entitled to appoint any category of governor details of any trust if the school has a religious character, a description of the ethos the date the instrument takes effect
Minutes	Agreed minutes of meetings of the Governing Body and its committees (current and last full academic year)
Other documents	<p>All the documents listed are available for viewing at the school; however we reserve the right to make a charge should you require your own copy:</p> <ul style="list-style-type: none"> Standing Orders and Committee Terms of Reference Governing Body Code of Practice Governing Body Statement and Action Plan

Class 5: Our policies and procedures

This section sets out information about our policies & procedures. All the documents listed are available for viewing at the school or on the school website; however we reserve the right to make a charge should you require your own copy.

Class 5	Description	Website or Hard copy
Accessibility plan	Statement of policy for the participation of disabled pupils in the school's curriculum, on improving the accessibility of the physical environment and improving delivery of information to disabled pupils when required	Website
Safeguarding (Child Protection) Policy	Statement of policy for safeguarding and promoting the welfare of pupils at the school	Website
Equality Policy	Statement of policy for promoting race, gender and disability equality	Website
Designated Teachers	Designated Safeguarding Lead incorporated into the Safeguarding Policy	Website
Early Years Foundation Stage	Statement on the provision of education for Early Years (Foundation Stage).	Website
Home/school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example - home learning arrangements	Website
Behaviour and Discipline (including anti-bullying) Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying. Also includes Exclusions information.	Website
Spiritual Moral Social and Cultural policy	Statement of policy with regard to Spiritual Moral Social and Cultural development including PSHE, Sex & Relationships, Drug education; and RE and Collective Worship	Website
Special Educational Needs & Disability Policy	Information about the school's policy on providing for pupils with special and additional education needs and disability	Website
Supporting pupils with medical conditions policy	Information about the arrangements that are in place to support pupils with medical conditions	Website
Allegations of abuse against staff policy	A policy on allegations of abuse against staff	Hard cop/email



Attendance Policy	A policy to actively promote 100% attendance for all of our pupils	Website
Capability Policy	Statement of procedure is to assist and support employees whose performance is causing concern to attain the standards required	Hard copy/email
Charging Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted. e.g. school publications, music tuition, trips	Website
Complaints Procedure	Statement of procedures for dealing with complaints, which is included in the Prospectus	Website
Confidentiality Policy	Statement regarding the confidentiality of information held by the school	Website
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education and Skills to the Headteacher or Governing Body relating to the curriculum	Hard copy/email
E-Safety Policy	A policy to promote the safe use of the internet in an educational environment	Website
Finance Policy	A policy detailing the commitment to providing sound financial controls, to achieving value for money and to being worthy custodians of public money.	Hard copy/email
Fire Evacuation Procedure	Evacuation procedure	Hard copy/email
Governors' Allowance Policy	Scheme for paying Governors expenses	Hard copy/email
Governors Business Interests	Record of Governors Business Interests	Website
Health and Safety Policy and Risk Assessments Information	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy	Hard copy/email
Appraisal (Performance Management) Policy	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher of the effectiveness of appraisal procedures	Hard copy/email
Planning, Assessment, Record Keeping and Reporting Policy	A policy detailing planning, assessment, record keeping and reporting procedures.	Hard copy/email
School session times and term dates	Details of school session times and dates of school terms and holidays	Website
Staff Absence	Statement of procedure on managing staff absence	Hard copy/email
Staff Discipline Conduct, Grievance and Harassment & Bullying	Statement of procedure for regulating conduct and discipline of school staff; and procedures by which staff may seek redress for grievance or harassment and bullying	Hard copy/email
Staffing Structure Document	An organisation chart of the staffing at the school.	Hard copy/email
Pay Policy	A policy to ensure fairness for all staff and to demonstrate that they are valued equally and receive proper recognition for their work	Hard copy/email
Whistleblowing Policy	A procedure to encourage employees to raise serious concerns, without fear of reprisal or victimisation	Hard copy/email
Other documents	Other Non Statutory Documents held by the school – see Appendix 4	



Class 6 & 7: Lists and Registers and the services we offer

All the documents listed are available for viewing at the school or on the school website; however we reserve the right to make a charge should you require your own copy

Class 6	Description	Website or Hard copy
Lists and Registers	Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy/email
Class 7	Description	Website or Hard copy
The services we offer	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Website and Hard copy/email

How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at www.staplehurst.kent.sch.uk.

Email: office@staplehurst.kent.sch.uk
 Tel: 01580 891765
 Fax: 01580 891291

Contact address: Staplehurst School, Gybbon Rise, Staplehurst, Kent TN12 0LZ.

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in CAPITALS please).

If the information you are looking for isn't available via the scheme (and isn't on our website), you can still contact the school to ask if we have it.

Paying for Information

Information published on our website is free. If you don't have Internet access, you can access our website using a local library or Internet cafe. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

Responsibilities

The Governing Body have discussed and agreed this Freedom of Information Policy and Publication Scheme. The Governing Body is responsible for the maintenance of this scheme. The Headteacher is responsible for the day-to-day provision of advice, guidance, publicity and interpretation of the school's policy.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to: Mrs C Farthing, Headteacher, Staplehurst School, Gybbon Rise, Staplehurst, Kent. TN12 0LZ.

If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. The address is: Information Commissioner's Office, First Contact Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Helpline: 0303 123 1113:
 Website: www.ico.gov.uk



Appendix 1 – Data Protection Act Privacy Notices

The following Privacy Notice for Pupils/Parents is published in the Parent Information Booklet.

Privacy Notice for Pupils/Parents - Data Protection Act 1998

We, Staplehurst 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, Kent County Council (KCC) and the Learning Records Service.

How we use your personal information

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.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

How we keep your information safe

Staplehurst School keep information about you on computer systems and also sometimes on paper. We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Need to know more about how we process your information?

If you need more information about how Staplehurst School uses your information or to see a copy of your personal information, please contact the School's Business Manager.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact:

Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk

You can also visit the [KCC website](#) if you need more information about how [KCC use and store your information](#) or to view [KCC's Privacy Notice](#) or if you need more information about [young peoples' services](#).



The following Privacy Notice for the School workforce is published in the Staff Handbook

Privacy Notice for the School workforce - Data Protection Act 1998

How we use your personal information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- [Kent County Council's Privacy Notice](#)
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

- the School's Business Manager
- Information Resilience & Transparency
Kent County Council
Business Strategy and Support
Governance & Law
Room 2.71, Sessions House
Maidstone, Kent, ME14 1XQ
Email: dataprotection@kent.gov.uk.
Website: http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx



Appendix 2 - KCC Procedure for Access to Personal Information

Rights of access to information

There are two distinct rights of access to information held by schools about pupils.

1. Under the Data Protection Act 1998 a pupil has a right to request access to their own personal information. In certain circumstances requests may be made by a parent on behalf of their child (see below).
2. The right of parents to have access to curricular and educational records relating to their child as defined within the Education (Pupil Information) (England) Regulations 2005.

These procedures relate to the above mentioned rights.

Dealing with a request

1. Requests for personal information must be made in writing and addressed to the Headteacher. If the initial request does not clearly identify the information required, then further enquiries will be made.
2. The identity of the requestor must be established before the disclosure of any personal information, and checks should also be carried out regarding proof of relationship to the child.

Evidence of identity can be established by requesting production of:

- passport
- driving licence
- utility bills with the current address
- Birth / Marriage certificate
- P45/P60
- Credit Card or Mortgage statement

This list is not exhaustive.

3. Any individual has the right of access to information held about them. However with children, this is dependent upon their capacity to understand. As a general rule, a child of 12 or older is expected to be mature enough to understand the request they are making. If the child cannot understand the nature of the request, someone with parental responsibility can ask for the information on the child's behalf. The Headteacher should discuss the request with the child and take their views into account when making a decision.
4. The school may make a charge for the provision of information, dependant upon the following:
 - Should the information requested contain the educational record then the amount charged will be dependant upon the number of pages provided. The fees work on a scale basis as below.

Number of pages	Maximum fee
1-19	£1
20-29	£2
30-39	£3
40-49	£4
50-59	£5
60-69	£6
70-79	£7
80-89	£8
90-99	£9
100-149	£10
150-199	£15
200-249	£20
250-299	£25
300-349	£30



350-399	£35
400-449	£40
450-499	£45
500+	£50

- Should the information requested be personal information that **does not** include any information contained within educational records schools can charge £10 to provide it.
- 5. The response time for subject access requests, once officially received, is **40 days (not working or school days but calendar days, irrespective of school holiday periods)**. However the 40 days does not begin until after the fee and any further information to assist you with the request (i.e. about identity) is received.

Requests for information from pupils or parents for access to information classed as being part of the education record must be responded to within **15 school days**.

- 6. There are some exemptions to the right to subject access that apply in certain circumstances or to certain types of personal information. **Therefore all information must be reviewed prior to disclosure.**
- 7. Responding to a request may involve providing information relating to another individual (a third party). Third party information is that which identifies another pupil/parent or has been provided by another agency, such as the Police, Local Authority, Health Care professional or another school.

Before disclosing third party information consent should normally be obtained. There is still a need to adhere to the 40 day statutory timescale.

- 8. Any information which may cause serious harm to the physical or mental health or emotional condition of the pupil or another individual involved should not be disclosed, nor should information that would reveal that the child is at risk of abuse, or information relating to court proceedings.
- 9. If there are concerns over the disclosure of information then additional advice should be sought from KCC Information Resilience & Transparency Team (see contact details below).
- 10. Where redaction (information edited/removed) has taken place then a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.
- 11. Information disclosed should be clear, thus any codes or technical terms will need to be clarified and explained. If information contained within the disclosure is difficult to read or illegible, then it should be retyped.
- 12. Information can be viewed at the school with a member of staff on hand to help and explain matters if requested, or provided at face to face handover. The views of the applicant should be taken into account when considering the method of delivery. If the applicant has asked for the information to be posted then special next day delivery or recorded delivery postal service must be used.

Complaints

Complaints about the above procedures should be made to the Chairperson of the Governing Body who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure.

Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the Information Commissioner. Contact details of both will be provided with the disclosure information.

Contacts

If you have any queries or concerns regarding access to records or the Data Protection Act, then please contact:

Michelle Hunt
The Information Resilience & Transparency Team
Kent County Council
Room 2.71, Sessions House,
County Hall,



Maidstone, Kent, ME14 1XQ
Email: michelle.hunt@kent.gov.uk
Or dataprotection@kent.gov.uk

Further advice and information can be obtained from the Information Commissioner's Office, www.ico.gov.uk



Appendix 3 – KCC Guidance for Staff on Security of Personal Information

The Data Protection Act 1998 is a law that protects personal privacy and upholds an individual's rights. The seventh principle of the Act refers to appropriate security measures being taken to protect unauthorised or illegal processing.

All personal data whether manual or electronic must be kept secure to prevent accidental loss, damage or destruction. The extent of the security measures required will depend on the sensitivity of the data.

Here are some basic Dos and Don'ts:

- Lock the office when leaving it unattended for any length of time to prevent unauthorised access to personal information.
- Manual records containing personal information should be locked away in a cabinet or drawer when not in use.
- When documents containing personal information have reached the end of their life dispose of them by shredding or use the confidential waste bins.
- Do not share your user ID or password with anyone.
- If you have a laptop which holds personal data, make sure it is encrypted.
- Ensure that your computer screen cannot be viewed by any unauthorised personnel.
- Do not send personal information by fax unless the information has been de-personalised or the fax machine is a 'safe haven' one (in a secure area, which is locked when unattended).
- Do not send personal information by unsecured email (outside of the kent.gov email system) as its security cannot be guaranteed. If it is necessary to send information in this way and you do not have access to secure email, make sure it has been either password protected or de-personalised. Send the data as an attachment to the email and flag as confidential.
- If you are required within the course of your duties to take personal data home (including laptops, videos, etc), do not leave the information unattended for any length of time, especially in a vehicle overnight.
- Do not give out personal information over the telephone; invite the caller to put the request in writing. If the request is urgent take the caller's name and switchboard telephone number and verify their details before responding.
- Do not discuss other people's personal business in public areas where conversations can be overheard by people with no right to know the details of the information.
- Remember - at all times treat people's personal information as you would wish your own to be treated.

Information Resilience & Transparency Team

Room 2.71

Sessions House

Email: data.protection@kent.gov.uk



Appendix 4 – Other Non-Statutory Documents held by the school

All the documents listed are available for viewing at the school or on the school website; however we reserve the right to make a charge should you require your own copy.

Name of document	Website or hard copy/email
Art & Design Policy	Hard copy/email
Design Technology Policy	Hard copy/email
Educational Visits Policy	Hard copy/email
French Policy	Hard copy/email
Geography Policy	Hard copy/email
Academically More Able & Talented Policy	Website
History Policy	Hard copy/email
Homework Home Learning Policy	Website
ICT Policy	Hard copy/email
Literacy Policy	Website
Looked After Children Policy	Hard copy/email
Mathematics Policy	Website
Music Policy	Hard copy/email
Physical Activity Policy	Hard copy/email
School Food Policy	Website
Science Policy	Hard copy/email
School Travel Plan	Hard copy/email
School Visitors' Policy	Website
Spelling policy	Website