

Wharfedale Montessori School & Wharfedale Babies

DATA PROTECTION POLICY

Date created: September 2011

Person Responsible: Principal

Review period: Annually

Last reviewed
& amended: May 2017

Last re-written:

Next due for review: May 2018

Aim of Policy:

Wharfedale Montessori School & Wharfedale Babies recognises its responsibility to comply with the Data Protection Act 1998 and is a registered data controller under the Act. This Policy sets out how we will handle and process data in accordance with the legal requirements and should be read in conjunction with our Confidentiality Policy and E-Safety Policy.

The Data Protection Act:

The Act regulates the use of all personal data. Data held about children must only be used for specific purposes allowed by law. The Act sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. It requires that we must have regard to the following principles in dealing with personal information:

- **Data is processed fairly and lawfully**
This means that information should only be collected from individuals if the School has been open and honest about why we want the information.
- **Data is processed for specified purposes only**
- **Data is relevant for the purpose it is needed for**
Data needs to be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date**
Personal data should be accurate; if it is not, it should be corrected.
- **Data is not kept longer than it is needed**
- **Data is processed in accordance with the rights of individuals**
This means that individuals must be informed, upon request, of all the information held about them.

- **Data is kept securely**

This means that only staff can access the data. It should be stored securely so it cannot be accessed by members of the public.

The personal information we hold:

As a school and nursery, we hold and process information on children and pupils in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

Our procedures under the Act:

The Act applies to anyone holding information about people electronically or on paper. We have a number of procedures in place to ensure that we comply with its requirements.

- **Data collection**

We will be open with parents when taking personal details from them. This means that teaching and office staff will be honest about why they want a particular piece of information. If, for example, home and office telephone numbers are requested from parents, we will ensure that these details are used only for the purpose specified, ie, for contacting that parent in the event of emergency or in relation to other School or nursery business, and will not be disclosed to anyone else.

- **Storing data**

The School and nursery will hold information about pupils such as their addresses and telephone numbers, their progress records and medical information. In Children's House, My Montessori Child holds the pupil's name, date of birth, contact details of parents/guardians and two other emergency contacts, medical and dietary information and permissions as well as photos. These details will be kept in secure files in the School office and at the teachers' stations, and are not available for public access. All data stored on the School computers is password protected. Once data is not needed any more, if it is out of date or has served its use, it will be shredded or deleted from the computer.

- **Accessing data**

Parents, as data subjects, have the right to access any information that is held about them and about their child. (See also our Confidentiality Policy and our EDD/SEND Policy for further information about our procedures in this respect). If a person requests to see any data that is being held about them:

- They must be sent all of the information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of those who have seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the information, and we may, if appropriate, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Confidentiality

Please see also our Confidentiality Policy, Child Protection and Safeguarding Policy, E-Safety Policy and our EDD/SEND Policy. We fully respect the need to protect our children and parents regarding any and all confidential information in our keeping. However, from time to time, we are required to pass on some of this data to local authorities, the Department for Education and to agencies prescribed by law, such as OFSTED.

Review of Policy:

We will monitor our progress and review this policy annually.