

Partney C of E Aided Primary School

(General Data Protection Regulations)

On 25th May the 2018 GDPR updates and replaces the Data Protection Act 1998 and as a school we have a duty to comply.

The fifth principle of the Data Protection Act requires that personal data be retained no longer than is necessary for the purposes for which it is being processed.

What is Personal Data?

Can a living individual be identified from the data, or, from the data and other information in our possession, or likely to come into our possession?

We recognise that we are responsible for data in our possession. Everyone knows what information they hold and where it is stored; this does not relate solely to data held on computer, but includes paper copies of minutes of staff meetings, class lists, photographs, SEN files etc. Every member of staff is advised to carry out a personal audit of the data they hold relating to the school. Governors are also advised to do this. It is important that information is only held for as long as appropriate. Generally this is for so long as an identifiable child or adult is within the school. Once the information is out of this date (and the date will vary for each piece of data) the information should be destroyed securely – hard copy data must be shredded and computer data needs to be completely deleted. Original documentation will generally follow the child to their next school, and staff are aware that any duplicates they hold will need destroying.

The Data Protection Act (GDPR) does not set out timescales for retention periods, but schools have records management retention guidelines, which advise on a retention time for different types of data. Further information regarding the retention and destruction of documents is contained with the IRMS Information Management Toolkit for Schools, a copy of which is available upon request from the SBM or downloaded online from: <http://irms.org.uk/page/SchoolsToolkit>. This information is also kept on the school's GDPR Asset Register.

Data protection breaches will happen, usually of a minor matter. ALL breaches, no matter how small, are reported to the Data Protection Officer as soon as they become apparent. The school may be fined for data breaches, it is therefore essential that protocols are followed to ensure minimum impact. The Data Protection Officer will report breaches to the Information Commission Office (ICO) and the individuals concerned.

Our Data Protection Officer is Mr Joe Lee, Ark ICT Solutions. DPO@ark.me.uk.