



Personal Records / Data Protection Policy

Rationale

In Annette St Primary School we ensure that all staff are aware of and adhere to the Data Protection Act (1998)

Aims

The Act applies to any person or organisation which processes any personal information on living identifiable individuals. Personal information can be held in a case file, assessment or report or simply in a notepad etc.

Objectives

When sharing relevant information with staff, staff should respect parents/carers and children's confidentiality adhering to the Data Protection Act (1998) at all times.

Guidance

Follow procedures in [Management Circular No 53](#) - Data Protection Guidance

- All staff must be aware of and comply with computer security and Data Protection issues including GOLD training annually
- All personal records are kept in lockable files in the school office
- Key staff to be kept informed about children with allergies/medical conditions with confidential allergy lists in each room stored in a covered pocket
- Information on children with Additional Support Needs or children at risk is confidential and is shared on a need to know basis
- Confidential information should not be discussed in a public place
- It is staff responsibility to ensure that data they are working on is not read or handled by anyone who has no need to do so
- Computers should be password protected and locked when unattended for short periods of time
- Personal Data which is kept on a memory stick must be fully encrypted and protected by a strong password

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- Staff are responsible for putting cameras and all other portable equipment into a box provided within the locked store cupboard in the office at end of their shift
- It is staff`s responsibility to report loss of any personal data or device which could be used to access personal data to their line manager
- Storage of personal Data on home computers is prohibited
- Personal information stored on portable devices should not be removed from the school e.g. camera / memory sticks
 - ❖ Action can be taken against anyone who misuses council ICT equipment. The action taken will be appropriate in the circumstances and may include disciplinary action, including dismissal. In certain circumstances the matter may be reported to the police

Success criteria

All families will feel safe and secure within our centre. Staff will adhere to all the undertakings above and will ensure they are subject to the paramount commitment of the setting, which is to respect confidentiality.

Policy updated:	August 2022
Policy to be reviewed:	August 2024