

# CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

## DATA PROTECTION POLICY

Calder House recognises its responsibilities under General Data Protection Regulation (GDPR) effective from 25/5/18.

In line with these responsibilities. The School has produced Privacy Notices for:

- Prospective Parents
- Prospective Members of Staff
- Pupils and their Parents/Guardians
- Members of Staff
- Visitors to the School website

The following guidance on Data Protection should be read in conjunction with these notices:

1. All personal data relating to pupils and their parents, prospective pupils, members of staff and applicants for positions at Calder House is to be regarded as strictly confidential. Please refer to the Privacy Notices (above) for more information about how and why the school uses personal data, how long this data is retained by the school and the right of access, and other rights, which those we collect data from may exercise.
2. All members of staff have a responsibility for protecting the confidentiality of personal data and staff are obliged by their contracts to keep all such information confidential.
3. Information regarding pupils may be shared with other members of staff at Calder House who are involved in the teaching and care of the pupils.
4. Information regarding an individual pupil may be shared by staff with that pupil's parents/legal guardians.
5. With the exceptions of 3 and 4 above, members of staff may not disclose any personal data to any other person or organisation without the prior knowledge and consent of the Headteacher or Managing Director. The Headteacher/MD shall be responsible for obtaining the required consent for personal data to be shared with a third party.
6. All written communication (including emails) regarding pupils sent between members of staff must refer to pupils using their initials – pupils should not be identified by name in any form of written communication shared between members of staff.
7. Emails relating to pupils and/or the general business of the school sent between members of staff should only be sent to/from school email addresses (@calderhouseschool.co.uk) which are provided by the school for this purpose. Members of staff must not use personal email addresses to send/receive emails relating to their professional role and responsibilities within the school – this rule is designed to protect personal data.



8. Hard copies of pupil records are to be kept in school. Staff are responsible for the security of the records which they use/generate and for ensuring that these records cannot be accessed by anyone other than members of staff.
9. No hard copies of pupil records are to be removed from school premises without the explicit permission of the Headteacher.
10. Staff may take schoolwork undertaken by pupils out of school only for the purpose of marking, setting targets and writing reports.
11. Digital versions of pupils records should only be stored and accessed using computers provided by the school for this purpose. Personal computers may not be used to store or access any information relating to pupils.
12. Hard copies of any information containing personal data that is no longer required must be brought to the office to be securely destroyed. It must not be thrown away with the general rubbish, re-used or recycled.
13. Computers used to store/access information relating to pupils must be password protected. If removed from school premises, staff are expected to take all reasonable steps to ensure these laptops remain secure and in their possession.
14. Staff may not use data sticks to transfer data containing personal information about pupils.
15. Only in exceptional circumstances and where obliged to do so by law will the school consider making personal data available to third parties (e.g. child protection agencies, HMRC or the police) without consent.
16. Personal data relating to staff is the responsibility of the Managing Director. It must be stored securely at all times within the school office. It should not be removed from the office without the consent of the Managing Director.

Any breach of the school's data protection policy (including accidental breaches) must be reported to the Headteacher.

Reviewed May 2018.

Next review September 2019

