



The Treehouse School

This Policy was updated in January 2021.

The Policy will be reviewed and updated annually.

Trustee with Responsibility: Tim Hirst, Leadership and Management

Approval Level (T)

The Treehouse School

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Rationale

The Treehouse School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the smooth running of the school's administrative systems. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Fair Processing Notice to all pupils/parents; this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on.

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 2018, and other related legislation including the General Data Protection Regulation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

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General Statement

The Treehouse is committed to maintaining the above principles at all times. Therefore, the school will:

- Inform individuals why the information is being collected when it is collected;
- Inform individuals when their information is shared, and why and with whom it was shared;
- Check the quality and the accuracy of the information it holds;
- Ensure that information is not retained for longer than is necessary;
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely;
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded;
- Share information with others only when it is legally appropriate to do so;
- Ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests;
- Ensure our staff are aware of and understand our policies and procedures.

Photographs and Videos

As part of school activities, we will take photographs and record images of individuals within the school. Annually, we obtain written consent from parents/carers for photographs and videos to be taken for communication, marketing and promotional purposes. Examples include the school newsletter, website, displays, social media and newspapers. Consent can be refused or withdrawn at any time.

Sharing Pupil Information

We do not share information about pupils with any third party without consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it such as safeguarding concerns and exclusions;
- The Department for Education;
- Our Regulator eg Ofsted and Independent Schools Inspectorate;
- Central and Local Government;
- Our Auditors;
- Health and Social Welfare Authorities;
- Professional advisors and consultants;
- Police Forces, Courts and Tribunals;
- Professional Bodies.

Protection of Biometric Information

Currently the school does not use any form of biometric information. In the event that this changes, a policy will be written.

Complaints

Complaints will be dealt with in accordance with the school's Complaints Policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

Contacts

If you have any enquires in relation to this policy, please contact the Director who will also act as the contact point for any subject access requests.

Further advice and information are available from the Information Commissioner's Office,
www.ico.gov.uk or telephone 0303 123 1113.