

Beech Lodge School

DATA PROTECTION AND FREEDOM OF INFORMATION POLICY

2018/19

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	Lucy Barnes
Date of next review	September 2019

Key staff involved in the policy

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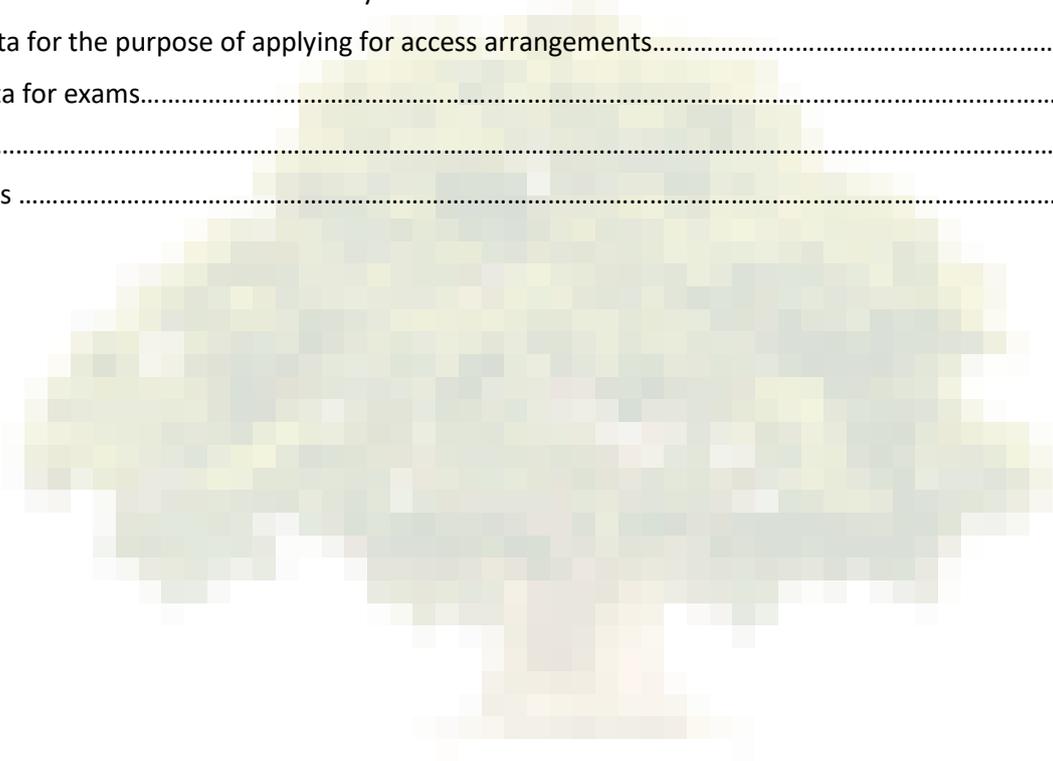
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Aims & Objectives

The aim of this policy is to provide a set of guidelines to enable staff, parents and pupils to understand:

- The law regarding personal data
- How personal data should be processed, stored, archived and deleted/destroyed
- How staff, parents and pupils can access personal data

The objective of the policy is to ensure that the school acts within the requirements of the Data Protection Act 1998 when retaining and storing personal data, and when making it available to individuals, and that the process of responding to enquiries for other information is also legal under the Freedom of Information Act 2000 (in force from 1st January 2005).

Data Protection – The law

- Under the Data Protection Act 1998, and other regulating acts, access to their own personal information is a statutory right for pupils (if they are of an age to understand the information they request) and parents (as defined in the Education Act 1996) may also request access to their child's personal data
- School staff have a right of access to personal data on themselves
- Anyone has the right to question and correct inaccurate information, but this must be matters of fact, not opinions
- Personal data should always be kept securely and protected by passwords if it is electronic, and access to it should only be by those authorised to see it – confidentiality should be respected. The law also provides that personal data should not be kept longer than is required
- Third party data (information about someone other than the requesting individual) should in general only be provided with their permission
- There should be a named person with overall responsibility for personal data within each school. At Beech Lodge School, this is the Headteacher.

Processing, storing, archiving and deleting personal data: Guidance

- Personal data and school records about pupils are confidential to the child. The information can be shared appropriately within the professional working of the school to enable the school to make the best educational provision for the child. The law permits such information to be shared with other educational establishments when pupils change schools
- School records for a child should be kept for 7 years after the child leaves the school, or until the child reaches 25 years of age (whichever is greater) and examination records the same
- Data on staff is sensitive information and confidential to the individual, and is shared, where appropriate, at the discretion of the Headteacher and with the knowledge, and if possible the agreement of the staff member concerned
- Employment records form part of a staff member's permanent record. Because there are specific legislative issues connected with these (salary and pension details etc.) these records should be retained by the school
- Interview records, CV's and application forms for unsuccessful applicants are kept for 6 months
- All formal complaints made to the Headteacher or Proprietor will be kept for at least seven years in confidential files, with any documents on the outcome of such complaints. Individuals concerned in such complaints may have access to such files subject to data protection and to legal professional privilege in the event of a court case.

Accessing personal data: Guidance

- A child can request access to his/her own data. The request is not charged and does not have to be in writing. The staff will judge whether the request is in the child's best interests, and that the child will understand the information provided. They may also wish to consider whether the request has been made under coercion
- A parent can request access to or a copy of their child's school records and other information held about their child. The request must be made in writing. There is no charge for such requests on behalf of the child, but there may be a charge for photocopying records. This is at the discretion of the Headteacher and is detailed in guidance available from the Information Commissioner. Staff should check, if a request for information is made by a parent, that no other legal obstruction (for example, a court order limiting an individual's exercise of parental responsibility) is in force
- Parents should note that all rights under the Data Protection Act to do with information about their child rest with the child as soon as they are old enough to understand these rights. This will vary from one child to another, but, as a broad guide, most children will have a sufficient understanding by the age of 12. Parents are encouraged to discuss and explain any request for information with their child if they are aged 12 or over
- Separately from the Data Protection Act, The Education (Pupil Information)(England) Regulations 2005 provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. Parents who wish to exercise this right must apply to the school in writing
- For educational records (unlike other personal data; see below) access must be provided within 15 school days, and if copies are requested, these must be supplied within 15 school days of payment.
- Staff can request access to their own records at no charge, but the request must be made in writing. The member of staff has the right to see their own records, and to ask for copies of the records. There is no charge for copies of records
- The law requires that all requests for personal information are dealt with within 40 days of receipt except requests for educational records (see above). All requests will be acknowledged in writing on receipt, and access to records will be arranged as soon as possible. If awaiting third party consents, the school will arrange access to those documents already available, and notify the individual that other documents may be made available later
- In all cases, should third party information (information about another individual) be included in the information the staff will try to obtain permission to show this information to the applicant, with the exception of information provided by another member of school staff which is exempt from a requirement for third party consents. If third party permission is not obtained the person with overall responsibility should consider whether the information can still be released
- Personal data should always be of direct relevance to the person requesting the information. A document discussing more general concerns may not be defined as personal data
- From 1st January 2005, when the Freedom of Information Act came into force, a request for personal information can include unstructured as well as structured records – for example, letters, emails etc. not kept within an individual's personal files, or filed by their name, but still directly relevant to them. If these would form part of a wider record it is advisable to file these within structured records as a matter of course and to avoid excessive administrative work. These can be requested if sufficient information is provided to identify them
- Anyone who requests to see their personal data has the right to question the accuracy of matters of fact within the data, and to ask to have inaccurate information deleted or changed. They may also question opinions, and their comments will be recorded, but opinions do not need to be deleted or changed as a part of this process
- The school will document all requests for personal information with details of who dealt with the request, what information was provided and when, and any outcomes (letter requesting changes etc.) This will enable staff to deal with a complaint if one is made in relation to the request.

Fair processing of personal data: Data which may be shared

Schools, local education authorities and the Department for Education (DfE) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means that, among other things, the data held about pupils must only be used for specific purposes allowed by law. The school has a Fair Processing or Privacy Notice which explains how personal data is used and with whom it will be shared. This Notice is published to parents and is given as a hard copy to all new pupils. It is also available on the school website.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the school in writing.

Access to other school information – Guidance on Freedom of Information Publication Schemes

- Under the Freedom of Information Act 2000, all schools (primary, secondary and nursery) should have a publication scheme, essentially a formal list of the types of non-personal information which the school produces or holds, and which is readily accessible to staff, pupils and parents or other enquirers
- The publication scheme is available as a hard copy
- There should be a named person with overall responsibility for published information within each school. At Beech Lodge School, this is the Headteacher.

Requests for information

- The Freedom of Information Act came into force on 1st January 2005. Under this Act, all schools that receive a written or emailed request for information which they hold or publish, are required to respond within 20 working days
- The school will provide information on where to access the information required e.g. the website link, or details of a charge if the publication/ information is charged, or send any free information. If the item is charged the school does not need to provide it until the payment is received
- A refusal of any information requested must state the relevant exemption which has been applied or that the school does not hold the information, and must explain what public interest test has made if this applies
- If the information is published by another organisation the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information directly
- It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright
- The school will keep the original request and note against this who dealt with the request and when the information was provided
- Any complaint about the provision of information will be handled by the Headteacher or Proprietor. All complaints should be in writing and documented. The Publication Scheme includes information on who to contact for both enquiries and complaints
- All enquirers should be advised that they may complain to the information Commissioner if they are unhappy with the way their request has been handled.

Data Protection within the Examination System

Sharing data for the purpose of applying for access arrangements

- Where access arrangements are applied for electronically using the *Access Arrangements Online* system, consent is required from the candidate to share relevant personal data with a number of organisations. This information includes the candidate's name, gender and date of birth. In some cases, additional more detailed personal information will need to be provided to support the application for access arrangements.
- The Organisations that this information may be shared with are the Joint Council for Qualifications (JCQ) and the participating awarding bodies (currently AQA, CCEA, Edexcel, OCR and WJEC).
- The application will be processed in line with common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ).
- Before an application for access arrangements is made, the candidate will be required to provide consent by signing a Data Protection declaration. Beech Lodge will not use a candidate's data for any other purpose without consent (unless authorised to do so by law).

Sharing Data for exams

- Beech Lodge school will bring to the candidates' attention the JCQ document *Information for Candidates – Privacy Notice, General and Vocational Qualifications* see appendix A. This document will be distributed to a candidate at the start of a course leading to a vocational qualification, or, where candidates are following GCSE and GCE qualifications, when the entries are submitted to the awarding bodies for processing.
- After the candidate has taken an exam, the results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared within the consortium.
- Awarding bodies may be required to provide a candidates' personal data to educational agencies such as DFE, WG, DE, The skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individuals' achievements. Candidates will be made aware of this at the start of year nine.
- The Learning Records Service (LRS) will provide learners aged 14 and over with a unique learner number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over. The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data.
- It is policy at Beech Lodge School to share a candidate's examination results with parents and carers. This information will be shared in the form of a paper copy of the results.
- Awarding bodies must also make the personal data they hold available to candidates when requested, subject to the application of any relevant exemptions within The Data Protection Act and, from when it comes into force, The General Data Protection Regulation. Candidates may, on payment of the appropriate fee, obtain access to their personal data such as examination results by applying to the appropriate awarding body's data protection officer.
- Data protection laws acknowledge that an examination certificate is a contemporaneous record of achievement. The fact that an individual's name might have changed since the date of issue of the

certificate does not render it inaccurate for the purposes of the Data Protection Act 1998 and, from when it comes into force, the General Data Protection Regulation.

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- Where Malpractice is suspected or alleged, the head of centre must advise any person involved in the administering, teaching or completing examinations/assessments, that their personal data may be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*.

Reviewing:

This guide and policy will be reviewed, and updated if necessary annually. The Freedom of Information publication scheme will be reviewed regularly, with staff checking if they add a new piece of recorded information to the school's portfolio that this is covered within the scheme.



Appendix A

Publications:

DBS: Code of Practice and explanatory guide. Please click on the link below:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

Data Protection Act 1998: All personal data which is held must be processed and retained in accordance with the eight principles of the Act and with the rights of the individual. Personal data must not be kept longer than is necessary (this may be affected by the requirements of other Acts in relation to financial data or personal data disclosed to Government departments). Retention of personal data must take account of the Act, and personal data must be disposed of as confidential waste. The Data Protection Act covers both personal data relating to employees and to members of the public.

Data Protection Act 1998: Compliance Advice. Subject access – Right of access to education records in England: General information note from the Information Commissioner on access to education records. Includes timescale (15 days) and photocopy costs.

Data Protection Act 1998: Compliance Advice. Disclosure of examination results by schools to the media: General information note from the Information Commissioner on publication of examination results.

Education Act 1996: Section 509 covers retention of home to school transport appeal papers. (By the Local Authority)

Education (Pupil Information) (England) Regulations 2005: Retention of Pupil records

Guidance to Local Authority: Requirements with respect to “fair processing” under the data protection act and the passing of information to the careers service. 2005 DfES: Guidance Note

Health and Safety at Work Act 1974 & Health and Safety at Work Act 1972: Retention requirements for a range of health and safety documentation including accident books, H&S manuals etc.

Information Commissioner’s Code of Practice Guidelines (ICC of P Guidelines): available on the internet www.ico.gov.uk Guidance on retention of interview and employment records

School Standards and Framework Act 1998: Retention of school admission and exclusion appeal papers and other pupil records.

Appendix B



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.