

DATA PROTECTION HANDBOOK



Together with Jesus, we grow in love



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

Updated January 2021

Agreed by Governors: _____ 2021

Review date: January 2022

CCTV

Data Protection

Freedom of Information Publication Scheme

Privacy Notices

Records Management

Website Policy

This Handbook is reviewed and approved annually by Full Governors at their Spring Term meeting

INTENT

Our school aims to ensure that we:

- Follow all relevant legislation and good practice with regards to data collection and management
- Provide clarity as to how requested for information can be made and how we will manage such requests

IMPLEMENTATION

Our school:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

IMPACT

- All data collected by the school is collected intelligently and proportionately.
- All data is held securely and managed rigorously
- All Freedom of Information requests are responded to appropriately

CCTV

STATEMENT OF INTENT

At Holy Family Catholic Primary School, we take our responsibility towards the safety of staff, visitors and pupils very seriously. To that end, we use surveillance cameras to monitor any instances of aggression or physical damage to our school and its members.

The purpose of this policy is to manage and regulate the use of the surveillance and CCTV systems at the school and ensure that:

- We comply with the GDPR, effective 25 May 2018.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

This policy covers the use of surveillance and CCTV systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Observing what an individual is doing
- Taking action to prevent a crime
- Using images of individuals that could affect their privacy

LEGAL FRAMEWORK

This policy has due regard to legislation including, but not limited to, the following: The Regulation of Investigatory Powers Act 2000 The Protection of Freedoms Act 2012

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

This policy has been created with regard to the following statutory and non-statutory guidance:

- Home Office (2013) 'The Surveillance Camera Code of Practice'
- ICO (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- ICO (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'
- ICO (2017) 'In the picture: A data protection code of practice for surveillance cameras and personal information'

This policy operates in conjunction with the following school policies:

- Photography and Videos at School Policy
- E-security Policy
- Freedom of Information Policy
- School Security Policy
- GDPR Data Protection Policy

DEFINITIONS

For the purpose of this policy a set of definitions will be outlined, in accordance with the surveillance code of conduct:

- Surveillance – monitoring the movements and behaviour of individuals; this can include video, audio or live footage. For the purpose of this policy only video and audio footage will be applicable.
- Overt surveillance – any use of surveillance for which authority does not fall under the Regulation of Investigatory Powers Act 2000.
- Covert surveillance – any use of surveillance which is intentionally not shared with the subjects it is recording. Subjects will not be informed of such surveillance.

Holy Family Catholic Primary School does not condone the use of covert surveillance when monitoring the school's staff, pupils and/or volunteers. Covert surveillance will only be operable in extreme circumstances. Any overt surveillance footage will be clearly signposted around the school.

ROLES AND RESPONSIBILITIES

The school uses the services of the Local Authority Data Protection Officer (DPO). The role of the data protection officer (DPO) includes:

- Dealing with freedom of information requests and subject access requests (SAR) in line with legislation, including the Freedom of Information Act 2000.
- Ensuring that all data controllers at the school handle and process surveillance and CCTV footage in accordance with data protection legislation.
- Ensuring that surveillance and CCTV footage is obtained in line with legal requirements.
- Ensuring consent is clear, positive and unambiguous. Pre-ticked boxes and answers inferred from silence are non-compliant with the GDPR.
- Ensuring that surveillance and CCTV footage is destroyed in line with legal requirements when it falls outside of its retention period.
- Keeping comprehensive and accurate records of all data processing activities, including surveillance and CCTV footage, detailing the purpose of the activity and making these records public upon request.
- Informing data subjects of how their data captured in surveillance and CCTV footage will be used by the school, their rights for the data to be destroyed and the measures implemented by the school to protect individuals' personal information.
- Preparing reports and management information on the school's level of risk related to data protection and processing performance.
- Reporting to the highest management level of the school.
- Abiding by confidentiality requirements in relation to the duties undertaken while in the role.
- Monitoring the performance of the school's data protection impact assessment (DPIA) and providing advice where requested.
- Presenting reports regarding data processing at the school to senior leaders and the governing body.

Holy Family Catholic Primary School, as the corporate body, is the data controller. The governing body of Holy Family Catholic Primary School therefore has overall responsibility for ensuring that records are maintained, including security and access arrangements in accordance with regulations.

The SBM deals with the day-to-day matters relating to data protection and thus, for the benefit of this policy will act as the data controller. The role of the data controller includes:

- Processing surveillance and CCTV footage legally and fairly.
- Collecting surveillance and CCTV footage for legitimate reasons and ensuring that it is used accordingly.
- Collecting surveillance and CCTV footage that is relevant, adequate and not excessive in relation to the reason for its collection.
- Ensuring that any surveillance and CCTV footage identifying an individual is not kept for longer than is necessary.
- Protecting footage containing personal data against accidental, unlawful destruction, alteration and disclosure – especially when processing over networks.

The role of the headteacher includes:

- Meeting with the SBM/DPO to decide where CCTV is needed to justify its means.
- Conferring with the SBM/DPO with regard to the lawful processing of the surveillance and CCTV footage.
- Reviewing the Surveillance and CCTV Policy to ensure it is compliant with current legislation.
- Monitoring legislation to ensure the school is using surveillance fairly and lawfully.
- Communicating any changes to legislation with all members of staff.

PURPOSE AND JUSTIFICATION

The school will only use surveillance cameras for the safety and security of the school and its staff, pupils and visitors. Surveillance will be used as a deterrent for violent behaviour and damage to the school.

The school will only conduct surveillance as a deterrent and under no circumstances will the surveillance and the CCTV cameras be present in school classrooms or any changing facility.

If the surveillance and CCTV systems fulfil their purpose and are no longer required the school will deactivate them.

THE DATA PROTECTION PRINCIPLES

Data collected from surveillance and CCTV will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

- Accurate and, where necessary, kept up-to-date; every reasonable step will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

OBJECTIVES

The surveillance system will be used to:

- Maintain a safe environment.
- Ensure the welfare of pupils, staff and visitors.
- Deter criminal acts against persons and property.
- Assist the police in identifying persons who have committed an offence.

PROTOCOLS

- The surveillance system will be registered with the ICO in line with data protection legislation.
- The surveillance system is a closed digital system which does not record audio.
- Warning signs have been placed throughout the premises where the surveillance system is active, as mandated by the ICO's Code of Practice.
- The surveillance system has been designed for maximum effectiveness and efficiency; however, the school cannot guarantee that every incident will be detected or covered and 'blind spots' may exist.
- The surveillance system will not be trained on individuals unless an immediate response to an incident is required.
- The surveillance system will not be trained on private vehicles or property outside the perimeter of the school.

SECURITY

- Access to the surveillance system, software and data will be strictly limited to authorised operators and will be password protected. The school's authorised CCTV system operators are: Mrs Davidson, Miss Cameron, Mr Hutchinson and Mr Larkin
- The main control facility is kept secure and locked when not in use.
- If, in exceptional circumstances, covert surveillance is planned, or has taken place, copies of the Home Office's authorisation forms will be completed and retained.
- Surveillance and CCTV systems will be tested for security flaws once a month to ensure that they are being properly maintained at all times.
- Surveillance and CCTV systems will not be intrusive.
- The Governing Body will decide when to record footage, e.g. a continuous loop outside the school grounds to deter intruders. Any unnecessary footage captured will be securely deleted from the school system.
- Each system will have a separate audio and visual system that can be run independently of one another. Audio CCTV will only be used in the case of deterring aggressive or inappropriate behaviour.
- Any cameras that present faults will be repaired immediately as to avoid any risk of a data breach.
- Visual display monitors are located in the main office.

PRIVACY BY DESIGN completed by company installing the system

- The use of surveillance cameras and CCTV will be critically analysed using a DPIA, in consultation with the DPO.
- A DPIA will be carried out prior to the installation of any surveillance and CCTV system. If the DPIA reveals any potential security risks or other data protection issues, the school will ensure they have provisions in place to overcome these issues.
- Where the school identifies a high risk to an individual's interests, and it cannot be overcome, the school will consult the ICO before they use CCTV, and the school will act on the ICO's advice.
- The school will ensure that the installation of the surveillance and CCTV systems will always justify its means.
- If the use of a surveillance and CCTV system is too privacy intrusive, the school will seek alternative provision.

CODE OF PRACTICE

The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles. The school notifies all pupils, staff and visitors of the purpose for collecting surveillance data via signage.

CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

All surveillance footage will be kept for six months for security purposes; the headteacher and the data controller are responsible for keeping the records secure and allowing access.

The school has a surveillance system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils and visitors. The surveillance and CCTV system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.

The school will ensure that the surveillance and CCTV system is used to create a safer environment for staff, pupils and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation. The policy is available from the school's website.

The surveillance and CCTV system will:

- Be designed to take into account its effect on individuals and their privacy and personal data.
- Be transparent and include a contact point, the DPO, through which people can access information and submit complaints.
- Have clear responsibility and accountability procedures for images and information collected, held and used.
- Have defined policies and procedures in place which are communicated throughout the school.
- Only keep images and information for as long as required.
- Restrict access to retained images and information with clear rules on who can gain access.
- Consider all operational, technical and competency standards, relevant to the surveillance and CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.
- Be subject to stringent security measures to safeguard against unauthorised access.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.
- Only be used for the purposes for which it is intended, including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement.
- Be accurate and well maintained to ensure information is up-to-date.

ACCESS

- Under the GDPR, individuals have the right to obtain confirmation that their personal information is being processed. All disks containing images belong to, and remain the property of, the school.
- Individuals have the right to submit an SAR to gain access to their personal data in order to verify the lawfulness of the processing.
 - The school will verify the identity of the person making the request before any information is supplied.
 - A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.
 - Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.
 - Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the headteacher, who will consult the DPO, on a case-by-case basis with close regard to data protection and freedom of information legislation.
 - Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged.
 - All fees will be based on the administrative cost of providing the information.
 - All requests will be responded to without delay and at the latest, within one month of receipt.
 - In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
 - Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the ICO and to a judicial remedy, within one month of the refusal.
 - In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.
 - It is important that access to, and disclosure of, the images recorded by surveillance and CCTV footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.
 - Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

- The police – where the images recorded would assist in a specific criminal inquiry
- Prosecution agencies – such as the Crown Prosecution Service (CPS)
- Relevant legal representatives – such as lawyers and barristers
- Persons who have been recorded and whose images have been retained where disclosure is required by virtue of data protection legislation and the Freedom of Information Act 2000

Requests for access or disclosure will be recorded and the headteacher will make the final decision as to whether recorded images may be released to persons other than the police.

DATA PROTECTION

STATEMENT OF INTENT

The school is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the GDPR. The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children's services. This policy is in place to ensure all staff and governors are aware of their responsibilities and outlines how the school complies with the following core principles of the GDPR.

LEGAL FRAMEWORK

This policy has due regard to legislation, including, but not limited to the following:

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Data Protection Act 2018

This policy also has regard to the following guidance:

- ICO (2018) 'Guide to the General Data Protection Regulation (GDPR)'
 - DfE (2018) 'Data protection: a toolkit for schools'
- This policy will be implemented in conjunction with the following other school policies: Photography and Videos at School Policy, Freedom of Information Policy, CCTV Policy, Child Protection and Safeguarding Policy, Records Management Policy

APPLICABLE DATA

For the purpose of this policy, personal data refers to information that relates to an identifiable, living individual, including information such as an online identifier, e.g. an IP address. The GDPR applies to both automated personal data and to manual filing systems, where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data, e.g. key-coded. Sensitive personal data is referred to in the GDPR as 'special categories of personal data', which are broadly the same as those that were in the Data Protection Act (DPA) 1998. These specifically include the processing of genetic data, biometric data and data concerning health matters.

PRINCIPLES

In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- The GDPR also requires that "the controller shall be responsible for, and able to demonstrate, compliance with the principles".

ACCOUNTABILITY

Our school will implement appropriate technical and organisational measures to demonstrate that data is processed in line with the principles set out in the GDPR. The school will provide comprehensive, clear and transparent privacy policies.

Records of activities relating to higher risk processing will be maintained, such as the processing of activities that:

- Are not occasional.
- Could result in a risk to the rights and freedoms of individuals.
- Involve the processing of special categories of data or criminal conviction and offence data.

Internal records of processing activities will include the following:

- Name and details of the organisation
- Purpose(s) of the processing
- Description of the categories of individuals and personal data
- Retention schedules
- Categories of recipients of personal data
- Description of technical and organisational security measures
- Details of transfers to third countries, including documentation of the transfer mechanism safeguards in place

The school will implement measures that meet the principles of data protection by design and data protection by default, such as:

- Data minimisation.
- Pseudonymisation.
- Transparency.
- Allowing individuals to monitor processing.
- Continuously creating and improving security features.

Data protection impact assessments will be used, where appropriate.

DATA PROTECTION OFFICER (DPO)

The school will use the Local Authority DPO as its designated Data Protection Officer. The DPO will:

- Inform and advise the school and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor the school's compliance with the GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and providing the required training to staff members.

LAWFUL PROCESSING

The legal basis for processing data will be identified and documented prior to data being processed. Under the GDPR, data will be lawfully processed under the following conditions:

- The consent of the data subject has been obtained.
- Processing is necessary for:
 - Compliance with a legal obligation.
 - The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
 - The performance of a contract with the data subject or to take steps to enter into a contract.
 - Protecting the vital interests of a data subject or another person.
 - The purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. (This condition is not available to processing undertaken by the school in the performance of its tasks.) Sensitive data will only be processed under the following conditions:
 - Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.
 - Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.

- Processing relates to personal data manifestly made public by the data subject. Processing is necessary for:
 - Carrying out obligations under employment, social security or social protection law, or a collective agreement. o Protecting the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.
 - The establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
 - Reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards.
 - The purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.
 - Reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices.
 - Archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with article 89(1).

Where the school relies on:

- ‘Performance of contract’ to process a child’s data, the school considers the child’s competence to understand what they are agreeing to, and to enter into a contract.
- ‘Legitimate interests’ to process a child’s data, the school takes responsibility for identifying the risks and consequences of the processing, and puts age-appropriate safeguards in place.
- Consent to process a child’s data, the school ensures that the requirements outlined are met, and the school does not exploit any imbalance of power in the relationship between the school and the child

CONSENT

Consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.

Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual’s wishes.

Where consent is given, a record will be kept documenting how and when consent was given.

The school ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data must be found, or the processing must cease.

Consent accepted under the DPA will be reviewed to ensure it meets the standards of the GDPR; however, acceptable consent obtained under the DPA will not be reobtained.

Consent can be withdrawn by the individual at any time.

Where the school opts to provide an online service directly to a child, the child is aged 13 or over, and the consent meets the requirements outlined above, the school obtains consent directly from that child; otherwise, consent is obtained from whoever holds parental responsibility for the child, except where the processing is related to preventative or counselling services offered directly to children.

In all other instances with regards to obtaining consent, an appropriate age of consent is considered by the school on a case-by-case basis, taking into account the requirements outlined in this section.

SHARING DATA WITHOUT CONSENT

The school may share information without consent in specific circumstances. To determine whether information can be shared without consent, the school will identify one of the other lawful bases for processing:

- Contract – the processing is necessary for a contract held between the school and individual, or because the individual has asked the school to take specific tests before entering into a contract.
- Legal obligation – the processing is necessary for the school to comply with the law (not including contractual obligations).
- Vital interests – the processing is necessary to protect someone’s life.
- Public task – the processing is necessary for the school to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.
- Legitimate interests – the processing is necessary for the school’s legitimate interests or the legitimate interests of a third party, unless there is good reason to protect the individual’s personal data which overrides those legitimate interests.

Where the school is able to justify one of the lawful bases outlined above, an exemption applies, or there is a requirement under another law, information may be shared without consent.

Specifically, the GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe, and information may be shared without consent if to gain consent would place a child at risk.

THE RIGHT TO BE INFORMED

Adults and children have the same right to be informed about how the school uses their data. The privacy notices supplied to individuals, including children, in regard to the processing of their personal data will be written in clear, plain, age-appropriate language which is concise, transparent, easily accessible and free of charge.

In relation to data obtained both directly from the data subject and not obtained directly from the data subject, the following information will be supplied within the privacy notice:

- The identity and contact details of the controller (and where applicable, the controller's representative) and the DPO.
- The purpose of, and the legal basis for, processing the data.
- The legitimate interests of the controller or third party.
- Any recipient or categories of recipients of the personal data.
- Details of transfers to third countries and the safeguards in place.
- The retention period of criteria used to determine the retention period.
- The existence of the data subject's rights, including the right to:
 - Withdraw consent at any time.
 - Lodge a complaint with a supervisory authority.
 - The existence of automated decision making, including profiling, how decisions are made, the significance of the process and the consequences.
- Where data is obtained directly from the data subject, information regarding whether the provision of personal data is part of a statutory or contractual requirement, as well as any possible consequences of failing to provide the personal data, will be provided.
- Where data is not obtained directly from the data subject, information regarding the categories of personal data that the school holds, the source that the personal data originates from and whether it came from publicly accessible sources, will be provided.
- For data obtained directly from the data subject, this information will be supplied at the time the data is obtained.
- In relation to data that is not obtained directly from the data subject, this information will be supplied:
 - Within one month of having obtained the data.
 - If disclosure to another recipient is envisaged, at the latest, before the data are disclosed.
 - If the data are used to communicate with the individual, at the latest, when the first communication takes place.

THE RIGHT OF ACCESS

- Individuals, including children, have the right to obtain confirmation that their data is being processed.
- Individuals, including children, have the right to submit a subject access request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.
- The school will verify the identity of the person making the request before any information is supplied.
- A copy of the information will be supplied to the individual free of charge; however, the school may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- Where a SAR has been made electronically, the information will be provided in a commonly used electronic format. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged. All fees will be based on the administrative cost of providing the information. All requests will be responded to without delay and at the latest, within one month of receipt.

In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
- Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal. In the event that a large quantity of information is being processed about an individual, the school will ask the individual to specify the information the request is in relation to.

THE RIGHT TO RECTIFICATION

- Individuals, including children, are entitled to have any inaccurate or incomplete personal data rectified.
- Where the personal data in question has been disclosed to third parties, the school will inform them of the rectification where possible. Where appropriate, the school will inform the individual about the third parties that the data has been disclosed to.

- Requests for rectification will be responded to within one month; this will be extended by two months where the request for rectification is complex.
- Where no action is being taken in response to a request for rectification, the school will explain the reason for this to the individual, and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

THE RIGHT TO ERASURE

Individuals, including children, hold the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.

Individuals, including children, have the right to erasure in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When the individual withdraws their consent
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed
- The personal data is required to be erased in order to comply with a legal obligation
- The personal data is processed in relation to the offer of information society services to a child

The school has the right to refuse a request for erasure where the personal data is being processed for the following reasons:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

As a child may not fully understand the risks involved in the processing of data when consent is obtained, special attention will be given to existing situations where a child has given consent to processing and they later request erasure of the data, regardless of age at the time of the request.

Where personal data has been disclosed to third parties, they will be informed about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.

Where personal data has been made public within an online environment, the school will inform other organisations who process the personal data to erase links to and copies of the personal data in question.

THE RIGHT TO RESTRICT PROCESSING

Individuals, including children, have the right to block or suppress the school's processing of personal data.

In the event that processing is restricted, the school will store the personal data, but not further process it, guaranteeing that just enough information about the individual has been retained to ensure that the restriction is respected in future.

The school will restrict the processing of personal data in the following circumstances:

- Where an individual contests the accuracy of the personal data, processing will be restricted until the school has verified the accuracy of the data
- Where an individual has objected to the processing and the school is considering whether their legitimate grounds override those of the individual
- Where processing is unlawful and the individual opposes erasure and requests restriction instead
- Where the school no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim

If the personal data in question has been disclosed to third parties, the school will inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.

The school will inform individuals when a restriction on processing has been lifted.

THE RIGHT TO DATA PORTABILITY

Individuals, including children, have the right to obtain and reuse their personal data for their own purposes across different services.

Personal data can be easily moved, copied or transferred from one IT environment to another in a safe and secure manner, without hindrance to usability.

The right to data portability only applies in the following cases:

- To personal data that an individual has provided to a controller
- Where the processing is based on the individual's consent or for the performance of a contract
- When processing is carried out by automated means

Personal data will be provided in a structured, commonly used and machine-readable form.

The school will provide the information free of charge.

Where feasible, data will be transmitted directly to another organisation at the request of the individual.

The school is not required to adopt or maintain processing systems which are technically compatible with other organisations. In the event that the personal data concerns more than one individual, the school will consider whether providing the information would prejudice the rights of any other individual.

The school will respond to any requests for portability within one month.

Where the request is complex, or a number of requests have been received, the timeframe can be extended by two months, ensuring that the individual is informed of the extension and the reasoning behind it within one month of the receipt of the request.

Where no action is being taken in response to a request, the school will, without delay and at the latest within one month, explain to the individual the reason for this and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

THE RIGHT TO OBJECT

The school will inform individuals, including children, of their right to object at the first point of communication, and this information will be outlined in the privacy notice and explicitly brought to the attention of the data subject, ensuring that it is presented clearly and separately from any other information.

Individuals, including children, have the right to object to the following:

- Processing based on legitimate interests or the performance of a task in the public interest
- Direct marketing
- Processing for purposes of scientific or historical research and statistics.

Where personal data is processed for the performance of a legal task or legitimate interests:

- An individual's grounds for objecting must relate to his or her particular situation.
- The school will stop processing the individual's personal data unless the processing is for the establishment, exercise or defence of legal claims, or, where the school can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the individual.

Where personal data is processed for direct marketing purposes:

- The school will stop processing personal data for direct marketing purposes as soon as an objection is received.
- The school cannot refuse an individual's objection regarding data that is being processed for direct marketing purposes.

Where personal data is processed for research purposes:

- The individual must have grounds relating to their particular situation in order to exercise their right to object.
- Where the processing of personal data is necessary for the performance of a public interest task, the school is not required to comply with an objection to the processing of the data.

Where the processing activity is outlined above, but is carried out online, the school will offer a method for individuals to object

AUTOMATED DECISION MAKING AND PROFILING

- Individuals have the right not to be subject to a decision when:
 - It is based on automated processing, e.g. profiling.
 - It produces a legal effect or a similarly significant effect on the individual.
 - The school will take steps to ensure that individuals are able to obtain human intervention, express their point of view, and obtain an explanation of the decision and challenge it.
- When automatically processing personal data for profiling purposes, the school will ensure that the appropriate safeguards are in place, including:
 - Ensuring processing is fair and transparent by providing meaningful information about the logic involved, as well as the significance and the predicted impact.
 - Using appropriate mathematical or statistical procedures.
 - Implementing appropriate technical and organisational measures to enable inaccuracies to be corrected and minimise the risk of errors.
 - Securing personal data in a way that is proportionate to the risk to the interests and rights of the individual and

prevents discriminatory effects.

- Automated decisions must not concern a child or be based on the processing of sensitive data, unless:
- The school has the explicit consent of the individual.
- The processing is necessary for reasons of substantial public interest on the basis of Union/Member State law.

PRIVACY BY DESIGN AND PRIVACY IMPACT ASSESSMENTS

The school will act in accordance with the GDPR by adopting a privacy by design approach and implementing technical and organisational measures which demonstrate how the school has considered and integrated data protection into processing activities.

Data protection impact assessments (DPIAs) will be used to identify the most effective method of complying with the school's data protection obligations and meeting individuals' expectations of privacy.

DPIAs will allow the school to identify and resolve problems at an early stage, thus reducing associated costs and preventing damage from being caused to the school's reputation which might otherwise occur.

A DPIA will be carried out when using new technologies or when the processing is likely to result in a high risk to the rights and freedoms of individuals.

A DPIA will be used for more than one project, where necessary. High risk processing includes, but is not limited to, the following:

- Systematic and extensive processing activities, such as profiling
- Large scale processing of special categories of data or personal data which is in relation to criminal convictions or offences
- The use of CCTV.

The school will ensure that all DPIAs include the following information:

- A description of the processing operations and the purposes
- An assessment of the necessity and proportionality of the processing in relation to the purpose
- An outline of the risks to individuals
- The measures implemented in order to address risk

Where a DPIA indicates high risk data processing, the school will consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

DATA BREACHES

- The term 'personal data breach' refers to a breach of security which has led to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.
- The headteacher will ensure that all staff members are made aware of, and understand, what constitutes a data breach as part of their CPD training.
- Where a breach is likely to result in a risk to the rights and freedoms of individuals, the relevant supervisory authority will be informed.
- All notifiable breaches will be reported to the relevant supervisory authority within 72 hours of the school becoming aware of it.
- The risk of the breach having a detrimental effect on the individual, and the need to notify the relevant supervisory authority, will be assessed on a case-by-case basis.
In the event that a breach is likely to result in a high risk to the rights and freedoms of an individual, the school will notify those concerned directly.
- A 'high risk' breach means that the threshold for notifying the individual is higher than that for notifying the relevant supervisory authority.
In the event that a breach is sufficiently serious, the public will be notified without undue delay.
Effective and robust breach detection, investigation and internal reporting procedures are in place at the school, which facilitate decision-making in relation to whether the relevant supervisory authority or the public need to be notified.

Within a breach notification, the following information will be outlined:

- The nature of the personal data breach, including the categories and approximate number of individuals and records concerned
- The name and contact details of the DPO
- An explanation of the likely consequences of the personal data breach
- A description of the proposed measures to be taken to deal with the personal data breach
- Where appropriate, a description of the measures taken to mitigate any possible adverse effects

Failure to report a breach when required to do so may result in a fine, as well as a fine for the breach itself.

DATA SECURITY

- Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.
- Confidential paper records will not be left unattended or in clear view anywhere with general access.
- Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up off-site.
- Where data is saved on removable storage or a portable device, the device will be kept in a locked filing cabinet, drawer or safe when not in use.
- Memory sticks will not be used to hold personal information unless they are password-protected and fully encrypted.
- All electronic devices are password-protected to protect the information on the device in case of theft.
- The school enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- Staff and governors will not use their personal laptops or computers for school purposes.
- All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- Emails containing sensitive or confidential information are password-protected if there are unsecure servers between the sender and the recipient.
- Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

Before sharing data, all staff members will ensure:

- They are allowed to share it.
- That adequate security is in place to protect it.
- Who will receive the data has been outlined in a privacy notice.
- Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the school containing sensitive information are supervised at all times.
- The physical security of the school's buildings and storage systems, and access to them, is reviewed on a termly basis. If an increased risk in vandalism/burglary/theft is identified, extra measures to secure data storage will be put in place.
- The school takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.
- The SBM is responsible for continuity and recovery measures are in place to ensure the security of protected data.

PUBLICATION OF INFORMATION

Holy Family Catholic Primary School publishes a publication scheme on its website outlining classes of information that will be made routinely available, including:

- Policies and procedures
- Minutes of meetings
- Annual reports
- Financial information

Classes of information specified in the publication scheme are made available quickly and easily on request.

Holy Family Catholic Primary School will not publish any personal information, including photos, on its website without the permission of the affected individual. When uploading information to the school website, staff are considerate of any metadata or deletions which could be accessed in documents and images on the site.

CCTV AND PHOTOGRAPHY

The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

The school notifies all pupils, staff and visitors of the purpose for collecting CCTV images via notice boards, letters and email.

Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

All CCTV footage will be kept for six months for security purposes; the SBM is responsible for keeping the records secure and allowing access.

The school will always indicate its intentions for taking photographs of pupils and will retrieve permission before publishing them.

If the school wishes to use images/video footage of pupils in a publication, such as the school website, prospectus, or recordings of school plays, written permission will be sought for the particular usage from the parent of the pupil.

Precautions, as outlined in the Photography and Videos at School Policy, are taken when publishing photographs of pupils, in print, video or on the school website.

Images captured by individuals for recreational/personal purposes, and videos made by parents for family use, are exempt from the GDPR.

DATA RETENTION

Data will not be kept for longer than is necessary. Unrequired data will be deleted as soon as practicable. Some educational records relating to former pupils or employees of the school may be kept for an extended period for legal reasons, but also to enable the provision of references or academic transcripts. Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed, once the data should no longer be retained.

DBS DATA

All data provided by the DBS will be handled in line with data protection legislation; this includes electronic communication. Data provided by the DBS will never be duplicated. Any third parties who access DBS information will be made aware of the data protection legislation, as well as their responsibilities as a data handler.

FREEDOM OF INFORMATION

STATEMENT OF INTENT

As an educational provider, our school has an obligation to publish a freedom of information statement, outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement. More specifically, this policy outlines our school's policy and procedures for:

- The release and publication of private data and public records.
 - Providing applicants with advice and assistance throughout the duration of their requests.
- It also clarifies our position regarding the appropriate limit to the costs incurred by the school in obtaining any requested information, and on charging fees for its provision.

LEGAL FRAMEWORK

This policy has due regard to the following legislation:

- The General Data Protection Regulation
 - The Data Protection Act 2018
 - The Freedom of Information Act 2000
 - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 This policy also has due regard to guidance including, but not limited to, the following:
 - Cabinet Office (2018) 'Freedom of Information Code of Practice'
 - ICO (2013) 'Definition document for the governing bodies of maintained and other state-funded schools in England'
 - ICO (2015) 'Model publication scheme'
 - ICO (2016) 'Duty to provide advice and assistance (section 16)'
 - ICO (2015) 'Time limits for compliance under the Freedom of Information Act (section 10)'
- This policy will be viewed in conjunction with the following other school policies: Data Protection Policy and Publications Policy

ACCEPTING REQUESTS FOR INFORMATION

The school will only accept a request for information which meets all of the following criteria:

- It is in writing (this includes requests sent to the school's official social media accounts)
- It states the name of the applicant (not a pseudonym) and an address for correspondence
- It adequately describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
- It is received in legible form
- It is capable of being used for subsequent reference

Where a request is submitted in a foreign language, the school is not expected to obtain a translation of the request. For the request to be processed, the school will ask the applicant to provide their request in English.

The school will publish details of its procedures for dealing with requests for information on the website, which includes the following:

- A contact address and email address
- A telephone number
- A named individual to assist applicants with their requests
- General rights of access to information held by the school

Provided that the request meets the above requirements the school will comply with its duty to:

- Confirm or deny to any person making a request for information to the school, whether it holds information of the description specified in the request.
- Provide the documentation, if the school confirms that it holds the requested information.

The duties outlined will be completed no later than 20 school days, or 60 working days if this is shorter, from receipt of the request.

Where a fee is charged, the timeframe within which the school has to respond to the request begins from the day the fee is received.

The school will not comply with the request where:

- The school reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
- The information is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.
- A request for information is exempt under section 2 of the Freedom of Information Act 2000.
- The cost of providing the information exceeds the appropriate limit.
- The request is vexatious.
- The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
- A fee notice was not honoured.
- The requested information is not held by the school for the purposes of the school's business.

Where information is, or is thought to be, exempt, the school will, within 20 school days, give notice to the applicant which:

- States that fact.
- Specifies the exemption in question.

If information falls within scope of a qualified exemption and the school needs additional time to consider the public interest test, the school may extend the deadline. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.

Where a public interest test extension is required, the school will write to the applicant to inform them of this, stating the following information:

- Which exemption(s) the extension relies on and why
- A revised deadline for when the applicant will receive their response

Where a deadline has to be further extended, the school will write to the applicant again, stating the relevant information.

Requests for information that are not recorded by the school (e.g. requests for explanations, clarification of policy and comments on the school's business) will not be considered valid requests. In these cases, the applicant will be provided with an explanation of why their request will not be treated under the Freedom of Information Act 2000 and the school will respond to the applicant through other channels as appropriate.

The information provided to the applicant will be in the format that they have requested, where possible.

Where it is not possible to provide the information in the requested format, the school will assist the applicant by discussing alternative formats in which it can be provided.

The information provided will also be in the language in which it is held, or another language that is legally required.

If, under relevant disability and discrimination regulations, the school is legally obliged to provide the information in other forms and formats, it will do so.

In some cases, a request may be dealt with under more than one access regime, e.g. if the request involves both information about the school and personal information, it will be dealt with under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Staff are made aware that it is a criminal offence to alter, deface, block, erase, destroy or conceal any information held by the school with the intention of preventing disclosure following a request.

THE APPROPRIATE LIMIT

The school will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.

When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the school will take account only of the costs we reasonably expect to incur in relation to:

- Determining whether it holds the information.
- Locating the information, or a document which may contain the information.
- Retrieving the information, or a document which may contain the information.
- Extracting the information from a document containing it.
- Costs related to the time spent by any person undertaking any of the activities outlined in this policy on behalf of the school, are to be estimated at a rate of £25 per person per hour.

The school is not required to search for information in scope of a request until it is within the cost limit.

If responding to one part of a request would exceed the cost limit, the school does not have to respond to any other parts of the request.

Where multiple requests for information are made to the school within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them.

CHARGING FEES

The school may, within 20 school days, give an applicant who has requested information from the school, a written notice stating that a fee is to be charged for the school's compliance. Charges may be made for disbursements, such as the following:

- Production expenses, e.g. printing and photocopying
- Transmission costs, e.g. postage
- Complying with the applicant's preferences about the format in which they would like to receive the information, e.g. scanning to a CD

Fees charged will not exceed the total cost to the school of:

- Informing the person making the request whether we hold the information.
- Communicating the information to the person making the request.

Where a fee is to be charged, the school will not comply with this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.

Where a fee is paid by cheque, the school has the right to wait until the cheque is cleared before commencing work. Once a fee is received, the school will inform the applicant of the revised response deadline, i.e. an additional 20 school days (or 60 working days).

Where the school has underestimated the cost to be charged to an applicant, a second fees notice will not be issued; instead, the school will bear the additional costs.

The school will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities identified above.

When calculating the 20th school day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received will be disregarded.

MEANS OF COMMUNICATION

Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, the school will, as far as is practicable, give effect to that preference:

- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
- The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
- The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.

Where a preference is not stated by the applicant, the school will communicate by any means which are reasonable under the circumstances. For example, where an applicant uses Twitter to make a request, the school may respond via an alternative medium as Twitter restricts the length of a response.

PROVIDING ADVICE AND ASSISTANCE

The school will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the school.

The school may offer advice and assistance in the following circumstances:

- If an individual requests to know what types of information the school holds and the format in which it is available, as well as information on the fees regulations and charging procedures.
- If a request has been made, but the school is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information.
- If a request has been refused, e.g. due to an excessive cost, and it is necessary for the school to assist the individual who has submitted the request.

The school will provide assistance for each individual on a case-by-case basis; examples of how the school will provide assistance include the following:

- Informing an applicant of their rights under the Freedom of Information Act 2000
- Assisting an individual in the focus of their request, e.g. by advising of the types of information available within the requested category
- Advising an applicant if information is available elsewhere and how to access this information
- Keeping an applicant informed on the progress of their request
- Where the school wishes to ask a different public authority to deal with a request by transferring it to them, this will only be done with the agreement of the applicant.

In order to provide assistance as outlined above, the school will engage in the following good practice procedures:

- Make early contact with an individual and keep them informed of the process of their request.
- Adhere to the school's Customer Services Policy which outlines the steps included within the code.
- Accurately record and document all correspondence concerning the clarification and handling of any request.
- Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances.
- Discuss with the applicant whether they would prefer to receive the information in an alternative format, in cases where it is not possible to provide the information requested in the manner originally specified.
- Remain prepared to assist an applicant who has had their request denied due to an exemption.

The school will give particular consideration to what level of assistance is required for an applicant who has difficulty submitting a written request. In circumstances where an applicant has difficulty submitting a written request, the school will:

- Make a note of the application over the telephone and then send the note to the applicant to confirm and return – the statutory time limit for a reply would begin here.
- Direct the individual to a different agency that may be able to assist with framing their request.

NB. This list is not exhaustive, and the school may decide to take additional assistance measures that are appropriate to the case.

Where an applicant's request has been refused either because the information is accessible by other means, or the information is intended for future publication or research, the school, as a matter of good practice, will provide advice and assistance.

The school will advise the applicant how and where information can be obtained, if it is accessible by other means.

Where there is an intention to publish the information in the future, the school will advise the applicant of when this publication is expected.

If the request is not clear, the school will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.

If the school believes the applicant has not provided their real name, the school will inform the applicant that the request will not be responded to until further information is received from the applicant.

If the school is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.

If any additional clarification is needed for the remainder of a request, the school will ensure there is no delay in asking for further information.

Applicants are given two months to provide any requested clarification. If an applicant decides not to follow the school's advice and assistance and fails to provide clarification, the school is under no obligation to contact the applicant again.

If the school is under any doubt that the applicant did not receive the advice and assistance, the school will re-issue it.

The school is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under section 14 of the Freedom of Information Act 2000.

Where the school has already sent a refusal request in relation to a previous vexatious request, the school is not obliged to send another notice for future vexatious requests.

An ongoing evidence log is kept, recording relevant correspondence or behaviour that has been taken into account when a request has been classed as vexatious.

The school is not required to provide information where the cost of complying with a request exceeds the limit outlined in the Freedom of Information Act 2000. In such cases, the school will firstly provide the applicant with advice and assistance to help them reframe or refocus their request with a view of bringing it within the cost limit. Then the school will consider whether any information can be provided free of charge if the applicant refuses to pay the fee.

If a request is refined, it will be treated as a new request.

A record will be kept by the headteacher in the school office of all the advice and assistance provided.

CONSULTATION WITH THIRD PARTIES

The school may need to consult third parties about information held in scope of a request to consider whether it would be suitable to disclose the information. Situations where third parties may need to be consulted include the following:

- When requests relate to persons or bodies who are not the applicant and/or the school
- When the disclosure of information is likely to affect the interests of persons or bodies who are not the applicant or

the school

The school will consider if a third party needs to be directly consulted about a request, particularly, if there are contractual obligations that require consultation before information is disclosed.

Third parties will also be consulted where the school is proposing to disclose information relating to them or information that is likely to affect their business or private interests.

The views of third parties will be given appropriate weighting when deciding how to respond to a request. For example, if the third party created or provided the information, they may have a better understanding of its sensitivity.

It is ultimately the school's decision as to whether information in scope of a request will be released following any relevant consultation.

Where the school decides to release information following consultation with a third party, the third party will be informed in advance that the information is going to be disclosed.

Where the school intends to release information that relates to a large number of third parties, the school will consider whether it would be more appropriate to contact a representative organisation who can express views on behalf of the third parties, rather than contacting each party individually. If no representative organisation exists, the school may also consider only notifying or consulting a sample of the third parties relating to the disclosure. Decisions made in line with the above will be made on a case-by-case basis.

INTERNAL REVIEWS

When responding to requests for information, the details of the school's internal review process will be set out, including information about how applicants can request an internal review. Applicants will also be informed of their right to complain to the ICO if they are still dissatisfied following the outcome of the school's internal review.

Requests for an internal review should be made in writing to the school.

For a request for an internal review to be accepted, it must be made within 40 school days from the date the school issued an initial response to the request.

Upon receipt of an application, the school will acknowledge an application and inform the applicant of the intended response date. Responses will usually be delivered within 20 school days of receipt of the application.

If an internal review is complex, requires consultation with third parties or the relevant information is of high volume, the school may need to extend the usual response timeframe. In these cases, the school will inform the applicant and provide an alternative response date. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.

Where clarification is needed from an applicant regarding the review, the normal response period will not begin until clarification is received.

Wherever possible, the review will be undertaken by a different member of staff than the person who took the original decision.

During a review, the school will evaluate the handling of the request; particular attention will be paid to concerns raised by the applicant.

The applicant will be informed of the outcome of the review and a record will be kept of such reviews and the final decision that is made.

If the outcome of the review is to disclose information that was previously withheld, the information will be provided to the applicant at the same time they are informed of the response to the review, where possible. If this is not possible, the applicant will be informed of when the information will be provided.

Within the response to a review, the applicant will be informed again of their right to complain to the ICO.

PUBLICATION SCHEME

The school will meet its duty to adopt and maintain a publication scheme which specifies the information which it will publish on the school's website, and whether the information will be available free of charge or on payment.

The publication scheme will be reviewed and, where necessary, updated on an annual basis.

CONTRACTS AND OUTSOURCED SERVICES

The school will make clear what information is held by third party contractors on behalf of the school.

Where a contractor holds information relating to a contract held with the school on behalf of the school, this information is considered in the same way as information held by a public authority and so is subject to the Freedom of Information Act 2000. When entering into a contract, the school and contractor will agree what information the school will consider to be held by the contractor on behalf of the school, this will be indicated in the contract.

Appropriate arrangements will be put in place for the school to gain access to information held by the contractor on the school's behalf, in the event that a freedom of information request is made. These arrangements will be set out in a contract, and will cover areas including the following:

- How and when the contractor should be approached for information and who the points of contact are
- How quickly information should be provided to the school
- How any disagreement about disclosure between the school and contractor will be addressed
- How requests for internal reviews and appeals to the ICO will be managed
- The contractor's responsibility for maintaining record keeping systems in relation to the information they hold on behalf of the school
- The circumstances under which the school must consult with the contractor about disclosure and the process for doing so
- The types of information which should not be disclosed and the reasons for this confidentiality, where appropriate

In some situations, the school may offer or accept confidentiality arrangements that are not set out within a contract with a third party. The school and the third party will both be aware of the legal limits placed on the enforceability of expectations of confidentiality and the public interest in transparency. Such expectations will only be created where it is appropriate to do so.

Contractors must comply with requests from the school for access to information they hold on behalf of the school.

Requests for information held by a contractor on behalf of the school will be responded to by the school. If a contractor receives a request, this will be passed onto the school for consideration.

PUBLICATION SCHEME

This scheme follows the model approved by the ICO and commits our school to make information available to the public as part of its normal business activities. We will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

CLASSES OF INFORMATION

Information that is available under this scheme includes:

- Who we are and what we do: Organisational information, locations and contacts, information on constitutional and legal governance.
- What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions: Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- Our policies and procedures: Current written protocols for delivering our functions and responsibilities.
- Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the school.

- The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which will not be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

HOW INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

Information covered by this scheme will, as far as possible, be published on the school website. Where this is impracticable, or you do not wish to access the information via the school website, information covered by this scheme can also be obtained by contacting our DPO at: email address/telephone number.

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

Where you wish to view any of the information listed above, please request an appointment by contacting our DPO at email address/telephone number.

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

To enable us to process your request quickly, please mark correspondence:

"PUBLICATION SCHEME INFORMATION REQUEST" FREEDOM OF INFORMATION REQUESTS

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000. To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence: **"FREEDOM OF INFORMATION REQUEST"**

CHARGES

The purpose of this scheme is to make the maximum amount of Information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material which has been published and accessible on the school website is available free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedule of fees.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.

Where a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

Single paper copies are also available free of charge to parents and prospective parents of the school.

Information to be published		
Class 1: Who we are and what we do Our organisational information, structures, locations and contacts	How the information can be obtained Hard copy/website	Cost
Who's who in the school	School Website	Free
Who's who on the governing body, and the basis of their appointment	School Website	Free
Instrument of Government	School Website	Free
Contact details for the Headteacher	School Website	Free
Contact details for the Governing Body	School Website	Free
School prospectus	School Website	Free
School staffing structure	School Website	Free
School session times and term dates	School Website	Free
School address	School Website	Free
School contact details	School Website	Free
The school's email address	School Website	Free
The school website	School Website	Free
The names of key personnel	School Website	Free
Class 2: What we spend and how we spend it: Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	How the information can be obtained Hard copy/website	Cost
Annual budget plan and financial statements	Hard copy	Free
Capital funding	Hard copy	Free
Financial audit reports	Hard copy	Free
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard copy	Free
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Hard copy	Free
The pay policy	Hard copy	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Hard copy	Free
The staffing, pay and grading structure [As a minimum, the pay information should include salaries for senior staff – members of the SLT or equivalent – in bands of £10,000, and more junior roles by salary range.]	Hard copy	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	Free
Class 3: What our priorities are and how we are doing: Our strategies and plans, performance indicators, audits, inspections and reviews	How the information can be obtained Hard copy/website	Cost
Performance data supplied to the government	School website	Free
The latest Ofsted summary	School website	Free
The latest Ofsted full report	School website	Free
The latest post-inspection action plan	School website	Free
The performance management policy and procedures	hard copy	Free
The latest performance data	School website	Free
The school's future plans [For example, proposals for major changes for the school such as a change in status.]	School website	Free
The safeguarding and child protection policies and procedures	School website	Free

Class 4: How we make decisions: Our decision-making processes and records of the decision we have made – including the current year and the previous three years	How the information can be obtained Hard copy/website	Cost
Admissions policy	School website	Free
Information pertaining to admissions decisions [Not individual admission decisions]	Hard copy	P x 10p
The governing board and its committees' agendas and meeting minutes [This excludes information that is regarded as private to the meetings.]	Hard copy	P x 10p
Class 5: Our policies and procedures: Our current written protocols, policies and procedures for delivering our services and responsibilities	How the information can be obtained Hard copy/website	Cost
Capability of staff policy	Hard copy	P x 10p
Charging and remissions policy	School website	Free
School behaviour policy	School website	Free
Sex education policy	School website	Free
Special educational needs (SEN) – SEN information report	School website	Free
Teacher appraisal policy	Hard copy	P x 10p
Teachers' pay policy	Hard copy	P x 10p
Data protection policy	School website	Free
Health and safety policy	School website	Free
Admissions arrangements	School website	Free
Accessibility plan	School website	Free
Behaviour principles written statement	School website	Free
Central record of recruitment and vetting checks	Hard copy	P x 10p
Complaints procedure statement	School website	Free
Freedom of information procedures	School website	Free
Governors' allowances (schemes for paying)	Hard copy	P x 10p
Governing board and committee meeting minutes, and papers considered at meetings	Hard copy	P x 10p
Premises management documents	Hard copy	P x 10p
Equality information and objectives statement for publication Register of pupils' admission to school	School website	Free
Register of pupils' attendance	Hard copy	P x 10p
Register of business interests of headteachers and governors	School website	Free
Staff discipline, conduct and grievance (procedures for addressing)	Hard copy	P x 10p
Child protection policy and procedures	School website	Free
Early years foundation stage (EYFS) policy and procedures	School website	Free
Statement of procedures for dealing with allegations of abuse against staff	School website	Free
Supporting pupils with medical conditions policy	School website	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: *information security policies *records retention, destruction and archive policies *information sharing policies	School website	Free
Charging regimes and policies [This should include details of any statutory charging regimes and clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If you charge a fee for re-licensing the use of datasets, you should state here how you calculate the charge.]	Hard copy	P x 10p

Class 6: Lists and registers: Our currently maintained lists and registers - this does not include our attendance registers	How the information can be obtained Hard copy/website	Cost
Curriculum circulars and statutory instruments	School website	Free
Disclosure logs	Inspection	n/a
Asset register	Hard copy	P x 10p
Any information the school is currently legally required to hold in publicly available registers	Hard copy	P x 10p
Class 7: The services we offer: Information about the services we offer including leaflets, guidance and newsletters produced for the public and business - current information only	How the information can be obtained Hard copy/website	Cost
Extra-curricular activities	School website	Free
Out of school clubs	School website	Free
Services for which the school is entitled to recover a fee (and details of the fees)	Hard copy	P x 10p
School publications, leaflets, books and newsletters	School website	Free

PRIVACY NOTICE FOR GOVERNORS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals working with the School in a voluntary capacity, including Governors. We, Holy Family Catholic Primary School Primary School, are the ‘data controller’ for the purposes of data protection law.

THE PERSONAL DATA WE HOLD

We process data relating to those volunteering at our School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Address
- Contact details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE USE THIS DATA

The purpose of processing this data is to support the School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governor details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

OUR LAWFUL BASIS FOR USING THIS DATA

We process and use this information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c - Processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6.1e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

HOW WE STORE THIS DATA

Personal data is stored in accordance with our Data Protection Policy. We maintain a file to store personal information about all Governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the School. When your relationship with the School has ended, we will retain and dispose of your personal information in accordance with our Date Retention Policy.

DATA SHARING

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Parents – via the website
- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

USE OF YOUR PERSONAL INFORMATION FOR MARKETING PURPOSES

Where you have given us consent to do so, the School may send you marketing information by e-mail or text promoting School, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these at any time by contacting our School Business Manager.

YOUR RIGHTS

HOW TO ACCESS THE PERSONAL INFORMATION WE HOLD ABOUT YOU

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the Headteacher or School Business Manager.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Business Manager or Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

PRIVACY NOTICE FOR PUPILS

HOW WE USE PUPIL INFORMATION

We, Holy Family Catholic Primary School Primary School, are a data controller for the purposes of the Date Protection Act 1998.

We collect personal information from you and may receive information about you from your previous school.

WHY DO WE COLLECT AND USE PUPIL INFORMATION?

Section 537A of the Education Act 1996 requires schools to collect and provide any such individual pupil information as may be prescribed. This includes sharing of a set of named pupil records through the submission of termly school census returns to the local authority and DfE. Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

This information is used by the local authority to fulfil a number of statutory duties:

- to ensure there are sufficient school places in the area
- promote high education standards
- ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential

We also collect and share individual pupil information with the local authority - including attendance and exclusions data- each week. This is supported under The Education (Pupil Registration) (England) Regulations 2006 Regulation 12; Children's Act 2004 Section 10: co-operation to improve wellbeing; Children's Act 2004 Section 11: arrangement to safeguard and promote welfare; Education and Inspections Act 2006 Section 38 and Working together to safeguard children March 2013 Guidance.

- the need to meet the local authority's safeguarding requirements
- to facilitate the ability of partner organisations to support the learning and welfare of children and young people through the exchange of data and the use of information not otherwise available to either organisation.

For more information on how the local authority uses information we share with them go to <http://liverpool.gov.uk/schools-and-learning/requests-for-pupil-records/>

We also use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

We collect and use pupil information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c – processing is necessary for compliance with a legal obligation to which the controller is the subject;
- Article 6.1e – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Article 9.2g – processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

THE CATEGORIES OF PUPIL INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Special Educational Needs information
- Exclusion/behavioural information

COLLECTING PUPIL INFORMATION

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

STORING PUPIL DATA

We hold pupil data until they transfer to another setting, primary schools do not need to keep copies of any records in the pupil record file except if there is an ongoing legal action when the pupil leaves the school.

WHO DO WE SHARE PUPIL INFORMATION WITH?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

- the School Nurse and NHS
- School Improvement Liverpool

WHY WE SHARE PUPIL INFORMATION

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

DATA COLLECTION REQUIREMENTS:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received> To contact DfE: <https://www.gov.uk/contact-dfe>

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager at the school. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

PRIVACY NOTICE FOR STAFF

HOW WE USE SCHOOL WORKFORCE INFORMATION

We, Holy Family Catholic Primary School Primary School, are a Data Controller for the purposes of the 2018 General Data Protection Regulations (GDPR) and previously the Data Protection Act of 1998.

Personal data is held by the school for those employed or otherwise engaged to work at the school or at the Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid.

WHY WE COLLECT AND USE THIS INFORMATION

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We process and use this information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c - Processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6.1e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- 9.2b - Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

COLLECTING THIS INFORMATION

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

THE CATEGORIES OF SCHOOL WORKFORCE INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE INCLUDE:

- personal information (such as name, employee or teacher number, national insurance number, DOB, addresses, relevant medical information)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- Pay and payroll information

WHO WE SHARE THIS INFORMATION WITH

We routinely share this information with:

- our local authority – Liverpool City Council
- the Department for Education (DfE)

WHY WE SHARE SCHOOL WORKFORCE INFORMATION

Local authority – Liverpool City Council

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local

authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> To contact the department: <https://www.gov.uk/contact-dfe>

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Headteacher or School Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

STORING THIS INFORMATION

We hold school workforce data from termination plus 7 years.

PRIVACY NOTICE FOR VOLUNTEERS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals working with the School in a voluntary capacity. We, Holy Family Catholic Primary School Primary School, are the 'data controller' for the purposes of data protection law.

THE PERSONAL DATA WE HOLD

We process data relating to those volunteering at our School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Address
- Contact details

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE USE THIS DATA

The purpose of processing this data is to support the School to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

OUR LAWFUL BASIS FOR USING THIS DATA: WE PROCESS AND USE THIS INFORMATION UNDER ARTICLES 6 AND 9 OF THE GDPR (GENERAL DATA PROTECTION REGULATIONS)

- Article 6.1c - Processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6.1e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

HOW WE STORE THIS DATA

Personal data is stored in accordance with our Data Protection Policy. We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the School. When your relationship with the School has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy.

DATA SHARING

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

USE OF YOUR PERSONAL INFORMATION FOR MARKETING PURPOSES

Where you have given us consent to do so, the School may send you marketing information by e-mail or text promoting School, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these at any time by contacting the Headteacher or School Business Manager.

YOUR RIGHTS: HOW TO ACCESS THE PERSONAL INFORMATION WE HOLD ABOUT YOU

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the Headteacher or School Business Manager.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Headteacher or School Business Manager. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in these privacy notices, please contact the Headteacher or School Business Manager.

RECORDS MANAGEMENT

STATEMENT OF INTENT

Holy Family Catholic Primary School is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible to the appropriate individuals. In line with the requirements of the GDPR, the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended. The school has created this policy to outline how records are stored, accessed, monitored, retained and disposed of to meet the school's statutory requirements. This document complies with the requirements set out in the GDPR and Data Protection Act 2018.

LEGAL FRAMEWORK

This policy has due regard to legislation including, but not limited to, the following:

- General Data Protection Regulation (GDPR)
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)
- Data Protection Act 2018

This policy also has due regard to the following guidance:

- Information Records Management Society (IRMS) (2019) 'Information Management Toolkit for Schools'
- DfE (2018) 'Data protection: a toolkit for schools'

This policy will be implemented in accordance with the following school policies and procedures:

- Data Protection Policy
- Freedom of Information Policy

RESPONSIBILITIES

The whole school has a responsibility for maintaining its records and record-keeping systems in line with statutory requirements. The headteacher holds the overall responsibility for this policy and for ensuring it is implemented correctly.

The BSM is responsible for the management of records at the school.

The BSM is responsible for promoting compliance with this policy and reviewing the policy on an annual basis, in conjunction with the headteacher.

The BSM is responsible for ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy, and are disposed of safely and correctly.

All staff members are responsible for ensuring that any records they are responsible for (including emails) are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.

MANAGEMENT OF PUPIL RECORDS

Pupil records are specific documents that are used throughout a pupil's time in the education system – they are passed to each school that a pupil attends and includes all personal information relating to them, e.g. date of birth, home address, as well as their progress and achievements.

The following information is stored on the front of a pupil record, and will be easily accessible:

- Forename, surname, and date of birth
- Unique pupil number
- Note of the date when the file was opened

The following information is stored inside the front cover of a pupil record, and will be easily accessible:

- Any preferred names
- Emergency contact details and the name of the pupil's doctor
- Any allergies or other medical conditions that are important to be aware of
- Names of people with parental responsibility, including their home address(es) and telephone number(s)
- Any other agency involvement, e.g. speech and language therapist
- Reference to any other linked files

The following information is stored in a pupil record, and will be easily accessible:

- Admissions form
- Details of any SEND
- If the pupil has attended an early years setting, the record of transfer
- Data collection or data checking form
- Annual written reports to parents

- National curriculum and agreed syllabus record sheets
- Notes relating to major incidents and accidents involving the pupil
- Any information about an EHC plan and support offered in relation to the EHC plan
- Medical information relevant to the pupil's on-going education and behaviour
- Any notes indicating child protection disclosures and reports
- Any information relating to exclusions
- Any correspondence with parents or external agencies relating to major issues, e.g. mental health
- Notes indicating that records of complaints made by parents or the pupil
- Examination results – pupil copy
- SATs results

The following information is subject to shorter retention periods and, therefore, will be stored separately in a personal file for the pupil in the school office:

- Attendance registers and information
- Absence notes and correspondence
- Parental and, where appropriate, pupil consent forms for educational visits, photographs and videos, etc.
- Accident forms – forms about major accidents will be recorded on the pupil record
- Consent to administer medication and administration records
- Copies of pupil birth certificates, passports etc.
- Correspondence with parents about minor issues, e.g. behaviour
- Pupil work
- Previous data collection forms that have been superseded

Hard copies of disclosures and reports relating to child protection are stored in a sealed envelope, in a securely locked filing cabinet in the school office – a note indicating this is marked on the pupil's file.

Hard copies of complaints made by parents or pupils are stored in a file in the headteacher's office – a note indicating this is marked on the pupil's file.

Actual copies of accident and incident information are stored separately on the school's management information system and held in line with the retention periods outlined in this policy – a note indicating this is marked on the pupil's file. An additional copy may be placed in the pupil's file in the event of a major accident or incident.

The school will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend.

The only exception to the above is if any records placed on the pupil's file have a shorter retention period and may need to be removed. In such cases, the DPO will remove these records.

Electronic records relating to a pupil's record will also be transferred to the pupils' next school.

The school will not keep any copies of information stored within a pupil's record, unless there is ongoing legal action at the time during which the pupil leaves the school. The responsibility for these records will then transfer to the next school that the pupil attends.

The school will, wherever possible, avoid sending a pupil record by post. Where a pupil record must be sent by post, it will be sent by registered post, with an accompanying list of the files included. The school it is sent to is required to sign a copy of the list to indicate that they have received the files and return this to the school.

RETENTION OF PUPIL RECORDS AND OTHER PUPIL-RELATED INFORMATION

The table below outlines the school's retention periods for individual pupil records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Personal identifiers, contacts and personal characteristics		
Images used for identification purposes	For the duration of the event/activity, or whilst the pupil remains at school, whichever is less, plus one month	Securely disposed of

Images used in displays	Whilst the pupil is at school	Securely disposed of
Images used for marketing purposes	In line with the consent period	Securely disposed of
Biometric data	For the duration of the event/activity, or whilst the pupil remains at school, whichever is less, plus one month	Securely disposed of
Postcodes, names and characteristics	Whilst the pupil is at school, plus five years	Securely disposed of
House number and road	For the duration of the event/activity, plus one month	Securely disposed of
Admissions		
[Updated] Register of admissions	Every entry in the admissions register will be preserved for a period of three years after the date on which the entry was made	Information is reviewed and the register may be kept permanently
[New] Admissions (where the admission is successful)	Date of admission, plus one year	Securely disposed of
[Updated] Admissions appeals (where the appeal is unsuccessful)	Resolution of the case, plus one year	Securely disposed of
[Updated] [Secondary schools only] In-year secondary school admissions	Whilst the pupil remains at the school, plus one year	Securely disposed of
[Updated] Proof of address (supplied as part of the admissions process)	Current academic year, plus one year	Securely disposed of
[Updated] Supplementary information submitted, including religious and medical information etc. (where the admission was successful)	Information added to the pupil file	Securely disposed of
[Updated] Supplementary information submitted, including religious and medical information etc. (where the admission was not successful)	Retained until the appeals process is complete	Securely disposed of
[New] All records relating to the creation and implementation of the Admissions Policy	Life of the policy, plus three years and then review	Securely disposed of
Pupils' educational records		

[Primary schools only] Pupils' educational records	Whilst the pupil remains at the school	Transferred to the next destination – if this is an independent school, home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period
[Updated] [Secondary schools and sixth forms] Pupils' educational records	25 years after the pupil's date of birth	Reviewed and securely disposed of if no longer needed
[Updated] Public examination results	Added to the pupil's record and transferred to next school	All uncollected certificates returned to the examination board
[Updated] Internal examination results	Added to the pupil's record and transferred to next school	Transferred to the next school
Behaviour records	Added to the pupil's record and transferred to the next school Copies are held whilst the pupil is at school, plus one year	Securely disposed of
Exclusion records	Added to the pupil's record and transferred to the next school Copies are held whilst the pupil is at school, plus one year	Securely disposed of
[Updated] Child protection information held on a pupil's record	Stored in a sealed envelope for the same length of time as the pupil's record Records also subject to any instruction given by the Independent Inquiry into Child Sex Abuse (IICSA)	Securely disposed of – shredded
[Updated] Child protection records held in a separate file	25 years after the pupil's date of birth Records also subject to any instruction given by the IICSA	Securely disposed of – shredded

[New] Curriculum returns	Current academic year, plus three years	Securely disposed of
[New] Schemes of work	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
[New] Timetable	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
[New] Class record books	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
[New] Mark books	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
[New] Record of homework set	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
[New] Pupils' work	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
Education, training or employment destinations data	Whilst the pupil is at the school, plus three years or from the end of KS4, whichever is earliest	Securely disposed of
Attendance		
[Updated] Attendance registers	Every entry is retained for a period of three years after the date on which the entry was made	Securely disposed of
[Updated] Correspondence relating to any absence (authorised or unauthorised)	Current academic year, plus two years	Securely disposed of
Medical information and administration		
Permission slips	For the duration of the period that medication is given, plus one month	Securely disposed of
Medical conditions – ongoing management	Added to the pupil's record and transferred to the next school Copies held whilst the pupil is at school, plus one year	Securely disposed of
Medical incidents that have a behavioural or safeguarding influence	Added to the pupil's record and transferred to the next school Copies held whilst the pupil is at school, plus 25 years	Securely disposed of
SEND		

[Updated] SEND files, reviews and EHC plans, including advice and information provided to parents regarding educational needs and accessibility strategy	The pupil's date of birth, plus 31 years	Securely disposed of
Curriculum management		
SATs results	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of
Examination papers	Until the appeals/validation process has been completed	Securely disposed of
Published Admission Number (PAN) reports	Current academic year, plus six years	Securely disposed of
Valued added and contextual data	Current academic year, plus six years	Securely disposed of
[Updated] Self-evaluation forms (internal moderation)	Current academic year, plus one year	Securely disposed of
[Updated] Self-evaluation forms (external moderation)	Retained until superseded	Securely disposed of
Pupils' work	Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year	Securely disposed of
Extra-curricular activities		
Field file – information taken on school trips	Until the conclusion of the trip, plus one month Where a minor incident occurs, field files are added to the core system as appropriate	Securely disposed of
Financial information relating to school trips	Whilst the pupil remains at school, plus one year	Securely disposed of
Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip	Securely disposed of – shredded

Parental consent forms for school trips where a major incident occurred	25 years after the pupil's date of birth on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Securely disposed of – shredded
Educational visitors in school – sharing of personal information	Until the conclusion of the visit, plus one month	Securely disposed of
Family liaison officers and home-school liaison assistants		
Day books	Current academic year, plus two years	Reviewed and securely destroyed if no longer required
Reports for outside agencies	Duration of the pupil's time at school	Securely disposed of
Referral forms	Whilst the referral is current	Securely disposed of
Contact data sheets	Current academic year	Reviewed and securely destroyed if no longer active
Contact database entries	Current academic year	Reviewed and securely destroyed if no longer required
Group registers	Current academic year, plus two years	Securely disposed of
Catering and free school meal management		
Meal administration	Whilst the pupil is at school, plus one year	Securely disposed of
Meal eligibility	Whilst the pupil is at school, plus five years	Securely disposed of

RETENTION OF STAFF RECORDS

The table below outlines the school's retention period for staff records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Operational		
[Updated] Staff members' personnel file	Termination of employment, plus six years, unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file will be retained until the IICSA enquiries are complete	Securely disposed of
[Updated] Annual appraisal and assessment records	Current academic year, plus six years	Securely disposed of

[New] Sickness absence monitoring (where sickness pay is not paid)	Current academic year, plus three years	Securely disposed of
[New] Sickness absence monitoring (where sickness pay is paid)	Current academic year, plus six years	Securely disposed of
[New] Staff training (where training leads to CPD)	Length of time required by the CPD professional body	Securely disposed of
[New] Staff training (except where the training relates to dealing with pupils, e.g. first aid or health and safety)	Retained in the personnel file	Securely disposed of
[New] Staff training (where the training relates to pupils, e.g. safeguarding or other pupil-related training)	Date of the training, plus 40 years	Securely disposed of
Recruitment		
[Updated] Records relating to the appointment of a new headteacher (unsuccessful attempts)	Date of appointment, plus six months.	Securely disposed of
[Updated] Records relating to the appointment of a new headteacher (successful appointments)	Added to personnel file and retained until the end of appointment, plus six years, except in cases of negligence or claims of child abuse, then records are retained for at least 15 years	Securely disposed of
[Updated] Records relating to the appointment of new members of staff or governors (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Securely disposed of
[Updated] Pre-employment vetting information (successful candidates)	For the duration of the employee's employment, plus six years	Securely disposed of
DBS certificates	Up to six months	Securely disposed of
[Updated] Proof of identify as part of the enhanced DBS check	If it is necessary to keep a copy, it will be placed in the staff member's personnel file	Securely disposed of
Evidence of right to work in the UK	Added to staff personnel file or, if kept separately, termination of employment, plus no longer than two years	Securely disposed of
Disciplinary and grievance procedures		

<p>[Update] Child protection allegations, including where the allegation is unproven</p>	<p>Added to staff personnel file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer</p> <p>If allegations are malicious, they are removed from personal files</p> <p>If allegations are found, they are kept on the personnel file and a copy is provided to the person concerned unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file is retained until IICSA enquiries are complete</p>	<p>Reviewed and securely disposed of – shredded</p>
<p>Oral warnings</p>	<p>Date of warning, plus six months</p>	<p>Securely disposed of – if placed on staff personnel file, removed from file</p>
<p>Written warning – level 1</p>	<p>Date of warning, plus six months</p>	<p>Securely disposed of – if placed on staff personnel file, removed from file</p>
<p>Written warning – level 2</p>	<p>Date of warning, plus 12 months</p>	<p>Securely disposed of – if placed on staff personnel file, removed from file</p>
<p>Final warning</p>	<p>Date of warning, plus 18 months</p>	<p>Securely disposed of – if placed on staff personnel file, removed from file</p>
<p>Records relating to unproven incidents</p>	<p>Conclusion of the case, unless the incident is child protection related, then it is disposed of as above</p>	<p>Securely disposed of</p>

RETENTION OF SENIOR LEADERSHIP AND MANAGEMENT RECORDS

The table below outlines the school's retention periods for senior leadership and management records, and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Governing board		
<p>[Updated] Agendas for governing board meetings</p>	<p>One copy alongside the original set of minutes – all others disposed of without retention</p>	<p>Local archives consulted before secure disposal</p>

[Updated] Original, signed copies of the minutes of governing board meetings	Permanent – all other copies disposed of without retention	Shredded if they contain any sensitive or personal information, but the local archives will be consulted first
[Updated] Reports presented to the governing board that are referred to in the minutes	Permanent – all others disposed of without retention	Local archives consulted and then securely disposed of
Meeting papers relating to the annual parents' meeting	Date of meeting, plus a minimum of six years	Securely disposed of
[Updated] Instruments of government, including articles of association	Permanent	Local archives consulted and then securely disposed of
[Updated] Trusts and endowments managed by the governing board	Permanent	Local archives consulted and then securely disposed of
[Updated] Action plans created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
[Updated] Policy documents created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
[Updated] Records relating to complaints dealt with by the governing board or headteacher	Current academic year, plus six years If negligence is involved, records are retained for the current academic year, plus 15 years If child protection or safeguarding issues are involved, the records are retained for the current academic year, plus 40 years	Reviewed for further retention in case of contentious disputes, then securely disposed of
Annual reports required by the DfE	Date of report, plus 10 years	Securely disposed of
Proposals concerning changing the status of the school	Date proposal accepted or declined, plus three years	Securely disposed of
[New] Records relating to the appointment of co-opted governors	Date of election, plus six months	Securely disposed of
[New] Records relating to the election of the chair of the governing board and the vice chair	Destroyed after the decision has been recorded in the minutes	Securely disposed of
[New] Scheme of delegation and terms of reference for committees	Until superseded or whilst relevant	Reviewed and offered to the local archives if appropriate

[New] Meeting schedule	Current academic year	Standard disposal
[New] Register of attendance at full governing board meetings	Date of last meeting in the book, plus six years	Securely disposed of
[New] Records relating to governor monitoring visits	Date of the visit, plus three years	Securely disposed of
[New] [Academies or maintained schools converting to academy status only] All records relating to the conversion of the school to academy status	Permanent	Local archives are consulted before disposal
[New] Correspondence sent and received by the governing board or headteacher	Current academic year, plus three years	Securely disposed of
[New] Records relating to the appointment of the clerk to the governing board	Date on which the clerk's appointment ends, plus six years	Securely disposed of
[New] Records relating to the terms of office of serving governors, including evidence of appointment	Date on which the governor's appointment ends, plus six years	Securely disposed of
[New] Records relating to governor declaration against disqualification criteria	Date on which the governor's appointment ends, plus six years	Securely disposed of
[New] Register of business interests	Date the governor's appointment ends, plus six years	Securely disposed of
[New] Governor code of conduct	Dynamic document – kept permanently	Securely disposed of
[New] Records relating to the training required and received by governors	Date the governor steps down, plus six years	Securely disposed of
[New] Records relating to the induction programme for new governors	Date on which the governor's appointment ends, plus six years	Securely disposed of
[New] Records relating to DBS checks carried out on the clerk and members of the governing board	Date of the DBS check, plus six months	Securely disposed of
[New] Governor personnel files	Date on which the governor's appointment ends, plus six years	Securely disposed of
Headteacher and SLT		
Log books of activity in the school maintained by the headteacher	Date of last entry, plus a minimum of six years	Reviewed and offered to the local archives if appropriate
[Updated] Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of the meeting, plus three years	Reviewed annually and securely disposed of if not needed
[Updated] Reports created by the headteacher or SLT	Date of the report, plus a minimum of three years	Reviewed annually and securely disposed of if not needed

[Updated] Records created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed annually and securely disposed of if not needed
[Updated] Correspondence created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Securely disposed of
[Updated] Professional development plan	Held on the individual's personnel record. If not, then it is retained for the duration of the plan, plus six years	Securely disposed of
SDP	Duration of the plan, plus three years	Securely disposed of

RETENTION OF HEALTH AND SAFETY RECORDS

The table below outlines the school's retention periods for health and safety records, and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Health and safety		
Health and safety policy statements	Duration of policy, plus three years	Securely disposed of
[Updated] Health and safety risk assessments	Duration of risk assessment, plus three years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	Securely disposed of
[Updated] Records relating to any reportable death, injury, disease or dangerous occurrence under RIDDOR	Date of incident, plus three years provided that all records relating to the incident are held on the personnel file	Securely disposed of
[Updated] Accident reporting – adults	Three years after the last entry in the accident reporting book	Securely disposed of
[Updated] Accident reporting – pupils	Three years after the last entry in the accident reporting book	Securely disposed of
Records kept under the Control of Substances Hazardous to Health Regulations	Date of incident, plus 40 years	Securely disposed of

Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus 40 years	Securely disposed of
[Updated] Information relating to areas where employees and persons are likely to come into contact with radiation (maintenance records or controls, safety features and PPE)	Two years from the date on which the examination was made	Securely disposed of
[New] Information relating to areas where employees and persons are likely to come into contact with radiation (dose assessment and recording)	Until the person to whom the record relates would have reached 75-years-old, but in any event for at least 30 years from when the record was made	Securely disposed of
[Updated] Fire precautions log books	Current academic year, plus three years	Securely disposed of
[New] Health and safety file to show current state of buildings, including all alterations (wiring, plumbing, building works etc.) to be passed on in the case of change of ownership	Permanent	Passed to new owner on sale or transfer of building

RETENTION OF FINANCIAL RECORDS

The table below outlines the school's retention periods for financial records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below

Type of file	Retention period	Action taken after retention period ends
Payroll and pensions		
Maternity pay records	Current academic year, plus three years	Securely disposed of
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current academic year, plus six years	Securely disposed of
[Updated] Timesheets, clock cards and flexitime records	Current academic year, plus three years	Securely disposed of
[New] Absence record	Current academic year, plus three years	Securely disposed of
[New] Batches	Current academic year, plus six years	Securely disposed of

[New] Bonus sheets	Current academic year, plus three years	Securely disposed of
[New] Car allowance claims	Current academic year, plus three years	Securely disposed of
[New] Car loans	Current academic year, plus three years	Securely disposed of
[New] Car mileage outputs	Current academic year, plus six years	Securely disposed of
[New] Elements	Current academic year, plus two years	Securely disposed of
[New] Income tax form P60	Current academic year, plus six years	Securely disposed of
[New] Insurance	Current academic year, plus six years	Securely disposed of
[New] Members allowance register	Current academic year, plus six years	Securely disposed of
[New] National insurance – schedule of payments	Current academic year, plus six years	Securely disposed of
[New] Overtime	Current academic year, plus three years	Securely disposed of
[New] Part-time fee claims	Current academic year, plus six years	Securely disposed of
[New] Pay packet receipt by employee	Current academic year, plus two years	Securely disposed of

[New] Payroll awards	Current academic year, plus six years	Securely disposed of
[New] Payroll (gross/net weekly or monthly)	Current academic year, plus six years	Securely disposed of
[New] Payroll reports	Current academic year, plus six years	Securely disposed of
[New] Payslips (copies)	Current academic year, plus six years	Securely disposed of
[New] Pension payroll	Current academic year, plus six years	Securely disposed of
[New] Personal bank details	Until superseded, plus three years	Securely disposed of
[New] Sickness records	Current academic year, plus three years	Securely disposed of
[New] Staff returns	Current academic year, plus three years	Securely disposed of
[New] Superannuation adjustments	Current academic year, plus six years	Securely disposed of
[New] Superannuation reports	Current academic year, plus six years	Securely disposed of
[New] Tax forms	Current academic year, plus six years	Securely disposed of
Risk management and insurance		
[Updated] Employer's liability insurance certificate	Closure of the school, plus 40 years	Securely disposed of

		Passed to the LA if the school closes
Asset management		
Inventories of furniture and equipment	Current academic year, plus six years	Securely disposed of
Burglary, theft and vandalism report forms	Current academic year, plus six years	Securely disposed of
Accounts and statements including budget management		
Annual accounts	Current academic year, plus six years	Disposed of against common standards
Loans and grants managed by the school	Date of last payment, plus 12 years	Information is reviewed then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years	Securely disposed of
Invoices, receipts, order books, requisitions and delivery notices	Current financial year, plus six years	Securely disposed of
Records relating to the collection and banking of monies	Current financial year, plus six years	Securely disposed of
[Updated] Records relating to the identification and collection of debt	Final payment, plus six years	Securely disposed of
Contract management		
All records relating to the management of contracts under seal	Last payment on the contract, plus 12 years	Securely disposed of
All records relating to the management of contracts under signature	Last payment on the contract, plus six years	Securely disposed of
[Updated] All records relating to the monitoring of contracts	Life of the contract, plus six or 12 years	Securely disposed of
School fund		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years	Securely disposed of
School meals		
FSM registers (where the register is used as a basis for funding)	Current academic year, plus six years	Securely disposed of
School meals registers	Current academic year, plus three years	Securely disposed of
School meals summary sheets	Current academic year, plus three years	Securely disposed of
[New] Pupil finance		

Student grant applications	Current academic year, plus three years	Securely disposed of
Pupil premium fund records	Date the pupil leaves the school, plus six years	Securely disposed of

RETENTION OF OTHER SCHOOL RECORDS

The table below outlines the school's retention periods for any other records held by the school, and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Property management		
Title deeds of properties belonging to the school	Permanent	Transferred to new owners if the building is leased or sold
Plans of property belonging to the school	For as long as the building belongs to the school	Transferred to new owners if the building is leased or sold
Leases of property leased by or to the school	Expiry of lease, plus six years	Securely disposed of
Records relating to the letting of school premises	Current financial year, plus six years	Securely disposed of
Maintenance		
[Updated] All records relating to the maintenance of the school carried out by contractors	For as long as the school owns the building and then passed onto any new owners if the building is leased or sold	Securely disposed of
[Updated] All records relating to the maintenance of the school carried out by school employees	For as long as the school owns the building and then passed onto any new owners if the building is leased or sold	Securely disposed of
Operational administration		
General file series	Current academic year, plus five years	Reviewed and securely disposed of
[Updated] Records relating to the creation and publication of the school brochure and/or prospectus	Current academic year, plus three years	If a copy is not preserved by the school, standard disposal
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Disposed of against common standards
[Updated] Newsletters and other items with short operational use	Current academic year, plus one year	One copy archived, other copies standard disposal
[Updated] Visitors' books and signing-in sheets	Last entry in the logbook, plus six years	Reviewed then securely disposed of

Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed then securely disposed of
[Updated] Walking bus registers	Date of register, plus six years	Securely disposed of
[New] School privacy notice which is sent to parents	Until superseded, plus six years	Standard disposal
[New] Consents relating to school activities	While pupil attends the school	Secure disposal

RETENTION OF EMAILS

- Group email addresses will have an assigned member of staff who takes responsibility for managing the account and ensuring the correct disposal of all sent and received emails.
- All staff members with an email account will be responsible for managing their inbox.
- Emails can act as evidence of the school's activities, i.e. in business and fulfilling statutory duties, so all relevant emails (e.g. invoices) will be retained for at least 12 months.
- Invoices received and sent in emails will be printed off and retained in accordance with "Retention of financial records" section of this policy.
- The school's expectations of staff members in relation to their overall conduct when sending and receiving emails is addressed in the school's E-safety Policy.
- All emails will be automatically deleted after 12 months, unless stated otherwise.
- Correspondence created by the SLT and other members of staff with administrative responsibilities will be retained for three years before being reviewed and, if necessary, securely disposed of.
- Personal emails, i.e. emails that do not relate to work matters or are from family members, will be deleted as soon as they are no longer needed.
- Staff members will review and delete any emails they no longer require at the end of every term.
- Staff members will not, under any circumstances, create their own email archives, e.g. saving emails on to personal hard drives.
- Staff members will be aware that the emails they send could be required to fulfil a SAR or freedom of information (FOI) request. Emails will be drafted carefully, and staff members will review the content before sending.
- Individuals, including children, have the right to submit an SAR to gain access to their personal data to verify the lawfulness of the processing – this includes accessing emails.
- All SARs will be handled in accordance with the school's Data Protection Policy.
- FOI requests will be handled in accordance with the school's Freedom of Information Policy.
- When handling a request for information, the DPO will speak to the requestor to clarify the scope of the request and whether emails will be required to fulfil the SAR or FOI request.
- Where an SAR has been made electronically, the information will be provided in a commonly used electronic format.
- All requests will be responded to without delay and at the latest, within one month of receipt.
- If a request is manifestly unfounded, excessive or repetitive, a fee will be charged. All fees will be based on the administrative cost of providing the information.
- Where a request is manifestly unfounded or excessive, the school holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.
- Staff members will discuss any queries regarding email retention with the DPO.

WEBSITE POLICY

STATEMENT OF INTENT

Holy Family Catholic Primary School values the contribution that a website can make to the school. The purpose of our website is to:

- Promote the school.
- Provide information to prospective parents, teachers and the wider community.
- Act as the main communication channel between teachers, parents, pupils and school management.
- Develop the level of pupil learning.
- Continuously raise standards in teaching and learning.

The school is required by law to publish certain information, such as the most recent Ofsted report, to comply with The School Information (England) (Amendment) Regulations 2018. This policy outlines the school's terms of use regarding the creation, development and use of the school website.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The General Data Protection Regulation
- The Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006
- Freedom of Information Act 2000
- Computer Misuse Act 1990 amended by Police and Justice Act 2006
- The Education (Independent School Standards) Regulations 2014
- The School Information (England) (Amendment) Regulations 2018
- The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017
- Trade Union (Facility Time Publication Requirements) Regulations 2017

This policy also has due regard to guidance including, but not limited to, the following:

- DfE (2018) 'Keeping children safe in education'
- DfE (2018) 'Meeting the Public Sector Apprenticeship Target'
- ICO (2013) 'Definition document for the governing bodies of maintained and other state-funded schools in England'

This policy operates in conjunction with the following school policies:

- Acceptable Use Agreement
- E-safety Policy
- Anti-Bullying and Harassment Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Disciplinary Policy and Procedure

ROLES AND RESPONSIBILITIES

The Safeguarding Team is responsible for:

- The overall management of the school website, ensuring that all content is up-to-date and relevant, and that any statutory requirements are met.
- Creating, monitoring and updating the school website content, unless otherwise agreed by the headteacher.
- Approving any content that other members of staff wish to publish on the school's website.
- Reporting any problems with the school website to the headteacher.
- Meeting regularly with the headteacher and the Governing Body to work together to ensure the school website is as effective as possible.

The headteacher is responsible for:

- Assisting the communications officer in ensuring that the school's website meets any statutory requirements and that content is appropriate for the site.
- Ensuring that all staff who publish content on the school's website are aware of the relevant child protection, privacy, data protection, libel, defamation, harassment and copyright laws that may apply.
- Ensuring that:
 - o All members of staff are aware that they are not permitted to express personal opinions on the website and are aware of the consequences of doing so.
 - o Authors will be accurate, fair and transparent when creating or altering online sources of information.
 - o Official school website accounts will not be created for trivial reasons.
 - o All content expressed on the school website, and any social media accounts, will not breach copyright, data protection or freedom of information legislation.

ACCESS AND APPROVAL

- The Safeguarding Team will create and distribute the school website terms of use, which all website content will comply with.
- Parents, pupils and staff will act in accordance with the terms of use at all times.
- Before content is published to the school website it will be approved by the Safeguarding Team.
- All written content will go through a quality assurance process before being published to ensure a high-standard of quality and accuracy.
- All content is proof read by the Safeguarding Team.
- Any amendments will be discussed with the author, and the material will be revised appropriately.
- The Safeguarding Team manages the quality assurance process, ensuring that content is published in a timely manner.
- Parents are permitted to request a paper copy of any information published on the school website, and this will be provided free of charge.
- Any member of staff wishing to post content to the school website will consult the Safeguarding Team about the purpose of all proposed content and website activity.
- Consideration is given to the language that is used on the school website, ensuring that it is appropriate for the audience, e.g. swearing and innuendos will not be tolerated on the website.
- Any content that is contributed to by other parties or external organisations is discussed with, and approved by, the Safeguarding Team.
- Staff members are not permitted to disclose information, make commitments or engage in activities with third parties on behalf of the school without authorisation from the Safeguarding Team.
- Approval for participating on behalf of the school, on websites created by third parties, will be obtained from the Safeguarding Team.
- The Safeguarding Team monitors content uploaded by other users, ensuring that it is compliant with the terms of use.
- Any content deemed to breach the terms of use will be removed from the school website.
- Permission will be sought from the relevant people before citing or referencing their work.
- Inappropriate or abusive comments will be removed from the school website immediately and reported to the Safeguarding Team. In the case of illegal content or behaviour, the Safeguarding Team will inform the appropriate authorities immediately, such as the police and the Child Exploitation and Online Protection Centre.
- All links to external sites will be checked for the suitability of their content for their intended audience.
- Any content written by pupils is reviewed by the Safeguarding Team or other delegated member of staff prior to publishing to ensure that no personal details are included that could lead to the identification of the pupil.
- All content is checked by the Safeguarding Team, or other delegated member of staff, for its suitability for its intended audience. All content is reviewed by the Safeguarding Team or other delegated member of staff to ensure that it is in no way defamatory. Content is checked by the Safeguarding Team or other delegated member of staff to ensure (as far as possible) that no copyright or intellectual property rights are infringed.

STATUTORY AND RECOMMENDED CONTENT

CONTACT DETAILS

- The name of the school
- Postal address
- Telephone number
- The name of the member of staff who deals with queries from parents and other members of the public
- The name and contact details of the SENCO
- Name of the headteacher
- Name of the chair of the governing board

ADMISSION ARRANGEMENTS:

The admission arrangements at the school, which are published each year and kept on the website for the whole academic year, including the following:

- How the school considers applications for every age group
- What parents should do if they want to apply for a place at the school for their child
- The school's oversubscription criteria

- How parents can find out about admission arrangements through the LA
- Any variation to the admissions arrangements that may happen during the school year.
- Details of the school's exclusion arrangements.

POLICIES AND PROCEDURES

Copies of the following policies and procedures:

- Behavioural Policy
- The complaints procedure, including the number of complaints registered under this procedure during the preceding school year
- Arrangements for handling complaints from parents of children with SEND, including information about the support the school provides
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Freedom of Information Policy
- A statement of the school's values and ethos

FREEDOM OF INFORMATION DOCUMENTS

- The school's publication scheme, which complies with section 19 of the Freedom of Information Act 2000
- The school's 'guide to information'
- The school's schedule of fees

ASSESSMENT AND ATTAINMENT INFORMATION

- Details of, or a link to, the school's most recent Ofsted report
- A link to the school's performance tables on the DfE website
- The school's most recent key stage results, including the following:
 - Average progress scores in reading, writing and maths, including the average progress that pupils have made between KS1 and KS2 in reading, writing and maths
 - Average 'scaled scores' in reading and maths
 - Percentage of pupils who achieved the 'expected standard' or above in reading, writing and maths
 - Percentage of pupils who achieved a high level of attainment in reading, writing and maths

CURRICULUM INFORMATION

- Curriculum approach and content for each subject and year group, including RE.
- How additional information about the curriculum can be obtained by parents
- The names of any phonics or reading schemes in operation

PUPIL PREMIUM FUNDING

The school will publish its strategy for the use of pupil premium funding per academic year, including information about the following:

- The school's pupil premium allocation
- A summary of the main barriers to educational achievement faced by eligible pupils
- How the school will spend the funding to address those barriers
- How the school will measure the impact of the funding
- The date of the next review of the strategy
- For the previous academic year, the school will publish:
 - How the funding was spent.
 - The effect of the expenditure on eligible and other pupils.

THE PE AND SPORT PREMIUM

- The allocation for the current academic year
- How the funding will be spent
- The effect of the premium on pupils' PE and sport participation and attainment
- How last year's allocation was spent
- How the funding impacted pupils
- How the school will ensure these improvements are sustainable
- How many pupils within the Year 6 cohort can swim competently, confidentially and proficiently over a distance of at least 25 metres; use a range of strokes effectively; and perform safe self-rescue in different water-based situations

SEND INFORMATION

- The school will publish a SEN information report on the school's SEND policy, which will be updated annually and updated during the year as a result of any changes.
- Details of how the report complies with the Children and Families Act 2014, the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014, including the following details:
 - The kinds of special educational needs for which provision is made at the school.

- Information about the school's policies for the identification and assessment of pupils with special educational needs.
- Information about the school's policies for making provision for pupils with special educational needs, whether or not pupils have an education, health and care plan.
- The arrangements for the admission of disabled pupils
- The steps the school has taken to prevent disabled pupils from being treated less favourably than other pupils
- The facilities the school provides to help disabled pupils to access the school
- How the school increases the extent to which disabled pupils can participate in the school's curriculum
- Plans to improve the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities and services provided or offered by the school
- Plans to improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled

GOVERNANCE INFORMATION

- The school will publish up-to-date details of the structure and responsibilities of the governing board and its committees.
- The school will publish the following information about each governor:
 - Name, data of appointment, terms of office, date they stepped down (where appropriate) and who appointed them
 - Business and financial interests
 - Governance roles in other educational institutions
 - Any material interests arising from relationships between governors or relationships between governors and school staff, e.g. spouses
 - Attendance record at governing board and committee meetings over the last academic year

EQUALITY OBJECTIVES:

The school will publish the following details:

- How the school is complying with the public sector equality duty, which we will update every year
- The school's equality objectives, which we will update at least once every 4 years

PERFORMANCE TABLES:

The school will include a link to the school and college performance tables, as well as our performance tables page.

INFORMATION WE WILL NOT PUBLISH

The school will not publish information which could reveal confidential information about individual members of the school community.

Information which is exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure, will not be published.

We will not publish any information in draft form.

Information which is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons, will not be published.

All information that is to be published will be checked by both the DSL and the DPO, where appropriate, to ensure that the content is in accordance with safeguarding and data protection regulations.

DATA PROTECTION

- School website content will not identify any pupil by their full name nor will the school allow identifying information to be published without the written consent of a parent.
- Personal details of pupils or staff, such as home addresses, telephone numbers and personal email addresses, will not be hosted on the school website.
- Images and videos of pupils will not be published without written consent from a parent.
- Any images of pupils will not be labelled with their full names.
- The school website does not feature any close-up pictures of individual pupils – only group photographs with two or more pupils will be published.
- Pupils are only shown in photos where they are suitably dressed – the DSL will be consulted before photos are published. Permission is obtained from parents before publishing the work of any pupil. Only the pupil's first name and year group are used to identify the work.
- Parents have the right to refuse permission for their child's work and/or image to be published on the school website. Those wishing to exercise this right should express their wishes in writing to the headteacher, clearly stating whether they object to work, images or both being published.

- The school website uses cookies, also known as internet cookies or web cookies, which are a type of message that is given to a web browser by a web server.
- The school has a duty to notify users if a cookie is sent to them, which may be stored by their browser on their computer's hard drive.
- The school may use the information obtained from the cookie in the administration of the school website, to improve the website's usability and for marketing purposes.
- The school may use the information gathered from the cookie to recognise a user's computer when they visit the school website, and to personalise the school's website for the user.

MODERATING AND REVIEWING WEBSITE CONTENT

- All content is moderated and reviewed, using the terms of use as guidance.
- The Safeguarding Team review the content of the school website on a monthly basis and ensure all information is up-to-date.
- All external links used on the school website site are checked and monitored to ensure that they are safe and appropriate for the intended audience.
- All activity on the school website is reviewed monthly by the Safeguarding Team and checked against the terms of use.

WEBSITE DISCLAIMER

- The information on the school website is provided free-of-charge, and therefore, the school believes that it would be unreasonable to hold the school liable in respect of the website and the information on the website.
- The school ensures that the information on the website is correct and kept up-to-date as much as possible.
- To the maximum extent permitted by applicable law, the school excludes all representations, warranties and conditions.
- An appropriate disclaimer features on the website, outlining the school's legal position and interests in terms of the use of the website.
- The school will not be liable for any direct, indirect or consequential loss or damage arising under this disclaimer or in connection with the school website, whether arising in tort, contract, or otherwise – including, without limitation, any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings.
- The school will review and revise the disclaimer annually.

LICENSE TO USE THE WEBSITE

Parents and the public may view and download school website content for caching purposes only, and print pages from the website, provided that:

- Material is not republished or reproduced from this website (including republication on another website) in any public or private electronic retrieval system.
- Material on the school website is not reproduced, duplicated, copied, sold or otherwise exploited for a commercial purpose, without the school's express written consent

BREACHES OF THIS POLICY

Any breach of this policy may lead to disciplinary action being taken against the staff member(s) involved, in line with the school's Disciplinary Policy and Procedure. Any action that is taken against breaches of this policy will be in accordance with the relevant disciplinary procedures.

Breaches of confidentiality, defamation or damage to the reputation of the school may result in disciplinary action or dismissal.