



# Data Protection & Data Sharing Policy

Reviewed: May 2021  
Review Date: May 2024

Chair of Board of Governors	Date
Principal	Date

## **This is New Row Primary School Publication Scheme on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

### **Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of the document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- **The classes of information which we publish or intend to publish;**
- **The manner in which the information will be published; and**
- **Whether the information is available free of charge or on payment.**

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **1. Aims and Objectives**

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities need for life and work,

and this publication scheme is a means of show how we are pursuing these aims.

### **2. Categories of information published**

The publication scheme guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information we undertake to make available are organised into four broad topic areas.

- **School Prospectus** – information published in the school prospectus.
- **Governors’ Documents** – information published in the Governors Annual Report and in other governing body documents.
- **Pupils & Curriculum-** information about policies that relate to pupils and the school curriculum.
- **School Policies and other information related to the school** – information about policies that relate to the school in general.

#### 4. How to request information

If you require a paper version of any documents with the scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below.

E-mail                dgraffin653@newrowps.castledawson.ni.sch.uk

Tel.                    028 79468426

Fax.                    028 79468426

Contact Address:    43 New Row, Castledawson, BT45 8AP

To help us process your request quickly, please clearly mark any correspondence  
**“PUBLICATION SCHEME REQUEST”**

If the information you’re looking for isn’t available via the ‘scheme’ please contact the school.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet a hard copy can be collected in the school office.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publication or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request
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Information available on our website

Our website is at: [www.newrowps.com](http://www.newrowps.com)

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

**Mrs Deirdre Graffin (Principal)**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint needs to be made than this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. This can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Or

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publication@ic-foi.demon.co.uk](mailto:publication@ic-foi.demon.co.uk)**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**



# Data Protection

New Row Primary School will comply with:

- The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.
- Advice and guidance supplied by EA.
- Information and guidance displayed on the Information Commissioner's website ([www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)).

This policy should be used in conjunction with the school's **Internet Use Policy, Child Protection Policy** and **Assessment Policy**.

### **Data Gathering**

- All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

### **Data Storage**

- Personal data will be stored in a secure and safe manner.
- Electronic data will be protected by standard password and firewall systems operated by the school.
- Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting in the office.
- Manual data will be stored where it not accessible to anyone who does have a legitimate reason to view or process that data.
- Particular attention will be paid to the need for security of sensitive personal data.

### **Data Checking**

- The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.
- Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

### **Data Disclosures**

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- When requests to disclose personal data are received by telephone it is the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised.

- If a personal request is made for personal data to be disclosed it is again the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought for party invitations, should be politely refused as permission would be needed from all data subjects contained in the list.
- Personal data will not be used in newsletters, websites or other media without the consent of the data subject.
- Routine consent issues will be incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school.
- A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

### **Subject Access Requests**

- If the school receives a written request from a data subject to see any or all personal data that the school holds about them this should be treated as a Subject Access Request and the school will respond within the 40day deadline.
- Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40day time limit.
- Data Protection statements will be included in the school prospectus and on any forms that are used to collect personal data.
- New Row Primary School recognises that parents have a right to know that information they share will be regarded as confidential. However, there are certain circumstances when we share information with parents' consent and there are also circumstances when we are obliged to share information without parental consent. This policy details both sets of circumstances.

### **Information sharing with consent**

When a child moves on from New Row Primary School, we share information about their progress and development with the next school provider or post-primary school. We also share information with other settings where a child attends more than one setting. Parents are asked to give written consent to sharing child development summaries and to sharing information about any additional needs their child may have.

- On occasion, we may agree with parents to discuss particular issues with the new setting or school, where this may affect the child's transition. An example might be a difficult relationship with another child in the setting who will also be moving to the same school.
- Parents are responsible for ensuring that other information about their child which may affect their progress is communicated to the next setting/school. This includes health and

allergy issues and family circumstances such as illness, bereavement, divorce and separation.

### **Information sharing without consent**

We are obliged to share confidential information without consent from the person who provided it or to whom it relates if this will prevent harm to a child or if not sharing the information could be worse than the outcome of having shared it.

The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately. In our Safeguarding Children Policy we detail those circumstances which would lead us to share information about a child with other services.

The three critical criteria informing the decision are:

- evidence that the child is suffering, or is at risk of suffering, significant harm.
- reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children.

A decision to share information without consent is never taken lightly, is a decision made jointly between staff and committee and always puts the safety and well-being of children first. Careful record keeping of any concerns helps to support any decision for sharing information without consent. Details of our record keeping procedures are also contained in the Safeguarding Children Policy.