



# Sacred Heart School

Service Before Self

## Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

**Administration**

## Data Protection Policy

The School is registered under the Data Protection Act

The Data Protection Controller is the Headteacher / Administrator and s/he will try to ensure that all personal data is processed in accordance with the principles of the Data Protection Act 1998

### The School aims:

- Never to hold or use inaccurate or misleading data
- Never to keep more data than is needed
- Never disclose personal data to others except in accordance with the Act
- Sell any information from the data base for direct marketing

**Personal Data** includes names, addresses, bank details, admissions and attendance records, health information, references, academic or disciplinary records, exam scripts and marks, records from previous schools, letters from parents and so on.

### Access to data:

Under the Data Protection Act, certain data is exempt from the right of access

This may include:

- Information which may identify another
- Information which the School reasonably believes is likely to cause damage or distress
- Information which is subject to legal privilege

The school is not required to disclose pupil exam scripts

**Any requests for access to personal data** should be made in writing to the Headteacher

The School will aim to arrange access within 40 days of the written request for non-education records (or 15 days for educational records)

The School may charge a small fee

### Data which is exempt from disclosure will be withheld:

- e.g.: Manual data to which the Act does not apply
- Records which would be likely to cause serious harm to the person seeking disclosure or to another person

### Disclosure of information:

Generally the School will not disclose information without consent

School may disclose data to third parties (e.g. public exam results, pupil successes, school trip leaders)

The School may use personal data about pupils

- α Photographs in publications and the school website
- β For fundraising and marketing purposes

Parents are asked to sign this agreement

See also – Appendix 1

### Monitoring & Review:

If it is thought that the School has not complied with the policy, individuals should make a complaint using the Complaints Procedure

Prepared August 2008 DPW; Update in respect of Appendix 2 – added Feb 2010; Jan 2013; Feb 2015, Sr F,  
Next scheduled review Feb 2016 SMT

## Appendix 1:

### Pupil Photographs

There is no statutory guidance relating to pupils photos on school websites / video and so on. Parents sign a permission form for pupil's photographs to be used throughout the school and for advertising purposes.

Publication has two aspects:

- a Data protection
- b Child Protection – a child may be identified from a school website

The school must have parental consent for publication of photos  
Website photos should not have captions with names  
Group photos are preferable to individual close-up photos

**See also:** Record Keeping

## Appendix – 2

### TMG service for Criminal Records Board (CRB) checks.

#### Secure Storage, Handling, Use, Retention & Disposal of Disclosures, and Disclosure Information.

##### General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the Sacred Heart School complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

##### Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

##### Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

##### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

##### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure Information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.