



## Data Protection Policy

Loyola Preparatory School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the school to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

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

### Data Protection Controller

The Bursar is the Data Protection Controller who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

### Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

### What is Personal Information?

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

### Data Protection Principles

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

- 1) Personal data shall be processed fairly and lawfully
- 2) Personal data shall be obtained only for one or more specified and lawful purpose
- 3) Personal data shall be adequate, relevant and not excessive
- 4) Personal data shall be accurate and up to date
- 5) Personal data processed for any purpose shall not be kept for longer than necessary
- 6) Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
- 7) Personal data shall be kept secure
- 8) Personal data shall not be transferred to other countries without adequate protection



### **Disclosure of Information**

The school may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The school confirms that it will not generally disclose information unless the individual has given his/her consent or one of the specific exemptions under the Data Protection Act applies. The school does, however, intend to disclose such data as is necessary to third parties for the following purposes:-

- to give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend
- to give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend
- to publish results of public examinations or other achievements of pupils of the school
- to disclose details of a pupil's medical condition where it is in the pupil's interests to do so, or example, for medical advice, insurance purposes or to organisers of school trips

### **Rights of Access**

Individuals have a right of access to information held by the school. Any individual wishing to access his/her personal data should put their request in writing to the School Bursar. The school will endeavour to respond within 40 days for access to records and 21 days to provide a reply to an access to information request. The school charges an administration fee of £10 for providing this information. You should be aware that certain data is exempt from the right of access under the Act. This may include information which identifies other individuals, information which the school reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. The school is also not required to disclose any pupil examination scripts.

The school will also treat as confidential any reference given by the school for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. The school acknowledges that an individual may have the right to access a reference relating to them received by the school. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent, or if disclosure is reasonable in all the circumstances.

### **Exemptions**

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- the prevention or detection of crime
- the assessment of any tax or duty
- where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the school

### **Review**

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.  
Reviewed January 2017. Next review date January 2019.