

Westhead Lathom St. James

C.E. Primary School



"Christian values are implicit in all that we do"

Data Protection

2016 - 2019

Last Reviewed Date: Spring 2016

Next Review Date: Spring 2019

Version	Date	Author/Editor	Revision Notes
1	Spring 2015	Alison Albion	Plan drawn up in accordance with legal guidance- LEA
2	Spring 2016	Alison Albion	Plan reviewed & updated.

Signed..... Chair of Governors

Date.....

Mission Statement: Our School Now

Our school provides a secure, caring, stimulating and challenging indoor and outdoor environment that promotes a love of learning. Our children, parents, families, staff, governors and community work together to enable each child to become a happy, healthy, well-balanced individual in preparation for the opportunities, responsibilities and experiences of life.



The ethos of the school is based on the Christian ideals of commitment, responsibility and respect and love for Jesus Christ, self and others. We are committed to working in partnership with all of those involved in our children's development to lead our children towards tolerance, understanding, justice, and sensitivity to the needs of others and appreciation of the world around them.

Our motto "Enjoy, Respect, Learn, Achieve"

Vision Statement: Our Vision for the Future

- To provide role models who: go the extra mile; give of themselves and their time to meet the needs of the whole child; promote spirituality and an appreciation of the wonders of the natural world; promote a love of learning; develop Christian ideals of commitment, responsibility, respect, team-work, tolerance, understanding, justice, sensitivity of self and others and love for Jesus Christ, within a secure, caring, inspiring, stimulating and challenging environment both indoors and outside.
- For children, parents, families, staff, governors and community to work together in partnership to enable each child to become a happy, healthy, well-balanced individuals with self-confidence and belief that builds character to enable them to engage thoroughly, fulfilling each individual's potential through life's experiences, opportunities and responsibilities in a rapidly changing world.

Aims

Westhead Lathom St. James Church of England Primary School aims to :-

- Provide a broad and challenging curriculum and a stimulating learning environment that extends outside the classroom;
- Develop enquiring minds and spirituality through curiosity, awe and wonder of the world;
- Teach, demonstrate and praise Christian Values;
- Value the power of prayer;
- Teach with innovative and investigative approaches to learning;
- Provide an enriching programme of extra-curricular activities and visits;
- Plan a rich, varied and up-to-date range of learning resources;
- Encourage children to achieve their highest standards in all areas of the curriculum and to seek excellence within an ethos of support, challenge and encouragement to succeed;
- Teach children to work independently, collaboratively and become highly motivated lifelong learners;
- Include opportunities for creative thinking in problem solving settings, developing divergent thinking, adaptability and flexibility in preparation for the many changes ahead in life, including the rapid progress in technology;

- Build partnerships between the school, home and community;
- Strive for continuous improvement in all that we do;
- Continually self-evaluate and continue to improve upon current practice;
- Work collaboratively towards common goals;
- Place self-esteem and a positive and inclusive approach to behaviour as high priorities thus ensuring that individuals respect and value themselves, others and the environment and is motivated to do their best in school and beyond in order to become a fulfilled adult who gives to the community.

Data Protection Policy

Schools need to be particularly aware of the following issues when collecting and processing personal data about learners and other individuals.

For information on sharing data with other bodies, see the section on Privacy notices.

Under the Data Protection Act 1998 all schools processing personal data must comply with the eight enforceable principles of good practice. Data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to other countries without adequate protection.

To comply with these principles every school processing personal data must notify under the Act. Failure to notify is a criminal offence. You can find out more about your school's need to notify from the Information Commissioner's website.

The Data Protection Act 1998 has replaced the 1984 Act. If your governing body and headteacher have each registered under the 1984 Act, the two register entries will probably expire at different times. You are required to notify at the time the first of these register entries expires. The second register entry will need to be removed at the same time. You will be sent the appropriate forms by the Information Commissioner before the first of the register entries expires.

An application for notification can be made either via the Information Commissioner's website, or by telephoning the Notification Department on 08456 30 60 60 or on 01625 54 57 40.

Either method will enable you to ask for a standard notification template, which has been designed to cover your specific activities. If you choose to use one of the available notification templates, the details provided should still be checked, and any amendments made as necessary. Your LA may be able to assist with this.

The following headings in the forms need particular care:

- data controller's name - provide the name of the school not the name of the headteacher
- security statement - most schools should answer no regarding the use of BS7799
- exempt processing - ensure the template describes all of your processing of personal data. Your LA may be able to help you with this.

Further guidance on all these issues is available from the Information Commissioner's website.