



Emersons Green Primary School

Policy Statement on Data Protection

Emersons Green Primary School (EGPS) is committed to the objectives of the Data Protection Act.

All personal information held by the school will be treated in confidence and held and used only in accordance with the terms of the DPA and other applicable legislation.

The school will, wherever possible, seek to do more than the minimum required by law, attempting to comply with the spirit of the legislation as well as the letter at all times. It will be open about the type and extent of personal data it holds. It will keep the minimum amount of personal information needed to perform its duties; it will hold that information securely, use it only for appropriate purposes and not disclose it without proper authority.

All staff will comply fully with this policy and the principles of the Data Protection Act and training and advice will be provided as necessary to enable staff to do this.

The head teacher is responsible for co-coordinating compliance with the Act; it is, however, the responsibility of each member of staff to be aware of their individual and collective responsibilities under the Act and to make sure they comply with its provisions.

The school will provide any person requesting it in the proper manner a response stating whether or not the school holds personal information about that individual and, if so, the opportunity to see the information and to have it corrected or deleted if appropriate. Persons may only request details about themselves and no other person.

Formal 'Subject Access Requests' should be made in writing to the Head teacher.

See also Appendix A - Fair processing Notice 2005

More information can be found on the [Information Commissioner's website- www.ico.gov.uk](http://www.ico.gov.uk).