



FULHAM PREP SCHOOL

DATA PROTECTION POLICY

INTRODUCTION

The office at Fulham Prep is central in obtaining, recording and keeping accurate records, attempting to minimise any inaccuracies (which can arise due to many different reasons) and undertake to immediately correct any inaccurate data as soon as the matter has been brought to our attention. Records are always updated and/or amended when students join or leave Fulham Prep School.

AIMS

- 1.1 To outline Fulham Prep School's approach to the collection and management of data.
- 1.2 To describe the procedures taken to ensure the integrity and security of data.
- 1.3 To comply with the Data Protection Act 1998 and any subsequent legislation and guidance.

PRINCIPLES

- 2.1 The Fulham Prep School will obtain and process data fairly and lawfully by adopting the following principles:
 - 2.1.1 We will only collect and hold data when there exists a clear and justifiable reason for doing so.
 - 2.1.2 We will take every reasonable step to ensure that the data is kept securely.
 - 2.1.3 We will inform all data subjects of the reasons for any new, or change to data collection, and who might have access to that data.
 - 2.1.4 We will make every reasonable effort to ensure that data is accurate and kept up-to-date. Where necessary the subject of such data will be asked to confirm that what has been recorded is accurate.
 - 2.1.5 We will destroy data when the reason to hold it ceases to be relevant.
 - 2.1.6 We will ensure that all data subjects are given their right of access to personal data.

DATA COLLECTION

- 3.1 Information about the use of personal data will accompany any appropriate collection forms. If details are given verbally, the person collecting will explain the issues before obtaining the information.
- 3.2 No Fulham Prep School employee will knowingly mislead or deceive any other person about the purpose for which information is being collected. Individual members of staff can be personally liable in law under the terms of the Data Protection Act. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data.
- 3.3 A deliberate breach of this Data Protection Policy will be treated as disciplinary matter.
- 3.4 Fulham Prep retains many different kinds of record (and in so doing complies with all pertinent legislation) e.g.
 1. General information and education records – students;
 2. Medical/confidential information – students;
 3. Admission documents and personal information – students;
 4. Financial records; (and other relevant financial documents are held with the Accountant)

- 3.5 The following documents are held with other personnel:
1. Terms of Reference for the Board of Directors – **Chief Executive**;
 2. Personnel Records (relating to personal and professional issues) - **with the Head and Head's PA where appropriate**;
 3. Personnel salary issues - **with the Chief Executive**

Fulham Prep keeps most documents on computer to process and record much of the aforementioned data. Accordingly Fulham Prep School is registered under the Data Protection Law. And this registration is renewed annually. Fulham Prep aims to comply with 'Data Protection Principles' and reflects its spirit of openness and good practice. A copy of the school's registration is kept by the School Registrar.

- 3.6 The School's management information system (MIS) will store data for attendance, punctuality, progress and attainment, behaviour, timetable and day-to-day organisation. It will provide a platform for recording, reporting, monitoring and evaluation.

3.7 ACCESS TO DATA

- 3.7.1 All School data is to be stored securely and centrally through predominantly electronic storage methods.
- 3.7.2 Personal information will be disclosed only to those who, in the view of the Headmaster, have a demonstrable need to know the information.
- 3.7.3 The School will ensure and maintain an appropriate level of security of access to its premises, equipment, network, programmes, data and documentation.
- 3.7.4 A structured allocation of staff and student access rights will protect confidentiality and the security of data.
- 3.7.5 All existing and newly appointed staff who have access to personal information will receive training on data protection procedures.
- 3.7.6 Any information requested which relates to a third party will not be made available without the express permission of the third party.
- 3.7.7 The School reserves the right to levy a reasonable administrative charge to meet the cost of any significant request for data.
- 3.7.8 In exceptional circumstances, repeated or disproportionate requests may be deemed vexatious and such requests may be refused by the School.

4. GENERAL INFORMATION AND EDUCATIONAL RECORDS – Pupils

Copies of reports, pupil profiles, examination results, Record of Achievement and portfolios of work are kept as general information. These records identify the work covered, the pupil's strengths and weaknesses, targets for improvement, academic achievements, general progress, etc. Such curricular records comprise the major part of a pupil's educational record.

Contents of educational records will be disclosed to parents upon request within a specified time and to another school which is considering a student for admission or which has just admitted that student.

5. MEDICAL/CONFIDENTIAL INFORMATION – PUPILS

Confidential reports (e.g., Social Services and Psychological Reports) are kept separately from general information and are dealt with by our SENCO.

Medical Information: each year parents are asked to complete a new medical form containing doctor's name, details of any on-going medical issue or dietary requirement plus any treatment need regularly and relief treatment for their child and this is kept in the First Aid office. If appropriate a list of children with allergies, asthma and other medical problems which staff need to know about are distributed with a photo of each child to all members of staff and if necessary to the catering staff.

The Board of Directors will consider appeals against any decision made by the Principal (or those with delegated authority) not to disclose/transfer/copy/amend a student's record.

6. ADMISSION DOCUMENTS AND PERSONAL INFORMATION – STUDENTS

Fulham Prep keeps admission records as specified by the Department for Education.

7. PERSONNEL RECORDS

Fulham Prep School maintains detailed personnel records relating to individual employee's job descriptions, qualifications, experience, and length of service.

Details of a financial nature including salaries are kept securely with the Chief Executive and his staff.

Completed application forms and associated references for advertised positions within Fulham Prep School are kept securely by the Principal's PA until an appointment has been made. Following the appointment, the successful candidate's application forms and associated references (originals) are kept securely in the Principal's office. Copies of other application forms are subsequently destroyed when an appointment has proved successful.

8. FINANCIAL RECORDS

Records of Fulham Prep's financial controls, budget and private fund finances are kept in accordance with regulations laid down by the Board of Directors and are readily available for inspection by the proper authorities.

The following records **MUST** be kept for the current financial year and the previous 6 financial years:

- Copy orders
- Paying-in slip stubs/records
- Copy receipts for all income
- Certified paid invoices bank statements
- Copy remittance advices bank reconciliation statements
- The financial systems administration detailed accounts
- School Fee Invoices.

9. POLICY DOCUMENTS

A full set of all school and department handbooks/policies is retained by the Deputy Head Master. The Chief Executive's set is for on-site reference only and is made available to visiting inspectors, Directors etc. as appropriate.

Updated	By
November 2013	M Belsito
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