

**Data Protection Policy**  
**Parkinson Lane Community Primary School**

Personal information regarding staff, pupils, parents and other individuals who come into contact with school is collected and used only under the jurisdiction of the Data Protection Act.

This policy includes data which is held both manually and electronically. Staff required to work with data within school are aware of their duties and responsibilities under the Data Protection Act.

The General Data Protection Regulation 2016/679 recognises six principles which must be adhered to at all times:

- 1 Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject;
- 2 Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes;
- 3 Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- 4 Personal data shall be accurate and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 5 Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods in so far as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject;
- 6 Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Parkinson Lane CP School ensures that it adheres to all of the above principles. Any complaints regarding data protection will be dealt with via the school Complaints procedure.

Staff	Committee	12/3/18
Feb 18	Feb 18	

Signed ..... Date .....  
Chair of Governors