

Cheadle Primary School

Data Protection Policy – emailed 23/9/10

Approval date: June 2011
Review Date: Summer 2013
Responsibility : Headteacher

1 The school will comply with:

1.1 The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.

1.2 Staffordshire County Council advice and guidance supplied in the ***Data Protection Advice for Schools Information***

1.3 Information and guidance displayed on the Information Commissioner's website (***www.dataprotection.gov.uk***).

2 Data Gathering

2.1 All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.

2.2 Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

3 Data Storage

3.1 Personal data will be stored in a secure and safe manner.

3.2 Electronic data will be protected by standard password and firewall systems operated by the school.

3.3 Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting in the office.

3.4 Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.

3.5 Particular attention will be paid to the need for security of sensitive personal data.

4 Data Checking

4.1 The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.

4.2 Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

4.3 Data checking sheets will be issued at the start of each academic year via pupils.

5 Data Disclosures

5.1 Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.

5.2 When requests to disclose personal data are received by telephone it is the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised.

5.3 If a personal request is made for personal data to be disclosed it is again the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.

5.4 Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, should politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the pupils are present in class will resolve the problem.)

5.5 Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

5.6 Routine consent issues will be incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school.

5.7 Personal data will only be disclosed to Police Officers if they are able to supply a the relevant form which notifies of a specific, legitimate need to have access to specific personal data.

6 Subject Access Requests

6.1 If the school receives a written request from a data subject to see any or all personal data that the school holds about them this should be treated as a Subject Access Request and the school will respond within the 40 day deadline.

6.2 Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40 day time limit.

6.3 Data Protection statements will be included in the school prospectus and on any forms that are used to collect personal data.

7 This policy will be referred to in the *Staff Handbook*.

Appendices

- Application for Admission to Primary School – Appendix D (pdf.available from Intranet) *see separate pdf file*
- Pupil data checking sheet/covering letter - Appendix B *See below*
- Staff data gathering sheets/covering letter (to be added at a later date)

- Parental Registration Form – Appendix C *See Separate Excel file*
- Application for Admission to Secondary School – Appendix A (doc.available from Intranet) *See below*
- Application for Admission to Nursery – Appendix E (pdf.available from Intranet) *see separate pdf file*

November 2008

Before completing this form you should read all of the information contained within the "Information for Parents" Booklet very carefully. If you choose not to apply on-line or make a telephone application your completed form should be returned to your child's present school or directly to the School Admissions Service, Tipping Street, Stafford, ST16 2DH by **2 November 2007 at the latest**.

SECTION 1 – CHILD'S DETAILS

Surname: First Name:
 Male / Female

Date of Birth:

Full Postal Address:

Postcode:

Present School: DCSF No:

Is this child in the care of a local authority? YES / NO

If yes, please attach a letter from the child's social worker confirming the legal status of the child and the Local Authority with which the child is in care.

Does this child have a statutory statement of special educational need? YES / NO

SECTION 2 – SCHOOL PREFERENCES

List your preferences in ranked order, including any schools outside the Staffordshire area. Your application will be forwarded to the relevant Local Authority or school(s) as appropriate for consideration.

Please note that if your catchment area school is not one of your listed preferences and it is not possible to agree to any of the preferences you have listed you may be offered a place at the nearest school that has available places. This could, in some circumstances, involve you paying transport costs to a school some distance from your home address.

You may give the reasons for your preferences overleaf or attach additional sheets if necessary. **It is very important** that you understand the admissions criteria for each school to which you are applying to assess what order of priority will be given to your application and to confirm whether or not supportive information should be provided or supplementary forms completed in support of your preference.

Name of School	DCSF
Number and LA Code	(see
Information for Parents Booklet)	
1.....	
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2.....
3.....

SECTION 3 – DETAILS OF ELDER BROTHER OR SISTER ATTENDING A PREFERRED SCHOOL		
Name of Elder Brother / Sister Year Group	School	DOB
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APPLY ON-LINE at www.staffordshire.gov.uk/education/Admissions
 This method will allow you to access your decision on 3 March 2008 rather than wait for the post!

APPLY ON-LINE at www.staffordshire.gov.uk/education/Admissions

<p>SECTION 4 – PREFERENCES FOR CATHOLIC and CHURCH OF ENGLAND AIDED SCHOOLS</p> <p>I have attached additional information required as specified in the admissions criteria of my preferred CE/Aided School (please tick) <input type="checkbox"/></p> <p>Has your child been Baptised a Catholic? YES / NO</p> <p>If YES a copy of the baptismal certificate must be enclosed with this form.</p> <p>IF THE ABOVE INFORMATION AND BAPTISMAL CERTIFICATE ARE NOT SUPPLIED THEN IT <u>WILL</u> CAUSE A DELAY IN PROCESSING YOUR APPLICATION.</p>

<p>SECTION 5 – REASONS FOR PREFERENCE (you may attach additional sheets if necessary): It is important that you read and understand the admissions criteria and attach any relevant information:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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SECTION 6 - DETAILS OF PERSON COMPLETING FORM

Surname: Forename:

Mr/ Mrs / Miss / Ms

Relationship to Child:

Tel No: Daytime: Mobile:

E-mail address:

SECTION 7 – DECLARATION AND SIGNATURE OF APPLICANT

I certify that I have parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge. I understand that any false or deliberately misleading information given on this form or in support of this application may render this application invalid and could lead to the withdrawal of an offer of a school place for my child. I understand that the information provided is subject to the provision of the Data Protection Act 1998 and may also be shared with members of an independent appeals panel if necessary.

Signature: **Date:**

Before returning this form please ensure that you have read all of the Information contained within the "Information for Parent" booklet very carefully; read the relevant booklet for each Local Authority within which each school you have listed in Section 2 is situated; provided any supportive evidence required to assess your application; completed any supplementary forms necessary.

DATA COLLECTION SHEET

Please check that the information below is correct.
Complete any missing details, and return to the school office.

Surname:		Legal Surname:
Forename:		Middle name:
Chosen name:		Gender:
Date of Birth:	Year:	Reg Group:
Address:		
Post Code:		
Telephone:		
Email:		

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1	Has/Does not have Parental Responsibility	Tel Mobile:	Tel: Email:
2	Has/Does not have Parental Responsibility	Tel: Mobile:	Tel: Email:

Travel Arrangements

If the above information is incorrect, please tick the appropriate choice

Bicycle Train Walks Car Taxi School Coach Public Transport
Route

Dietary Needs**Meal Arrangement**

If the above information is incorrect, please tick the appropriate choice

Free School Meal Paid School Meal Sandwiches Home Other

Medical Practice:

Address:

Telephone Number:

Medical Condition

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Medical Note

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Ethnicity :

Home Language:

Religion:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

Signature:

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Appendixes C,D,E – see separate files