



## **Dame Alice Owen's School**

### **DATA PROTECTION POLICY**

Agreed by the Governing Body Curriculum Committee

To be reviewed

*[first approved in February 2014; reviewed annually]*

May 2017

Summer 2018

#### **1. RATIONALE**

Dame Alice Owen's School is committed to a policy of protecting the rights and privacy of individuals, including students, staff and parents, in accordance with the DPA.

Dame Alice Owen's School needs to process certain information about its staff, students and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- the recruitment and payment of staff
- the administration of programmes of study
- the recording of a student's progress
- agreeing awards
- collecting monies for trips etc, and
- complying with legal obligations to funding bodies and government.

To comply with various legal obligations, including the obligations imposed on it by the Data Protection Act, 1998, DAOS must ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

#### **2. ASSOCIATED ACADEMY POLICIES**

- Safeguarding Policy
- Health and Safety Policy
- Procedures for Using Students' Images
- Pastoral Policy

#### **3. COMPLIANCE**

This policy applies to all governors/trustees, staff and students of Dame Alice Owen's School. Any breach of this policy, or of the Act itself, will be considered an offence and the school disciplinary procedures will be invoked.

As a matter of best practice, other agencies and individuals working with Dame Alice Owen's School, and who have access to personal information, will be expected to read and comply with this policy. It is expected that departments or individuals who are responsible for dealing with external bodies will take the responsibility for ensuring that such bodies sign a contract which among other things will include an agreement to abide by this policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments to the DPA and other relevant legislation.

#### **4. THE DATA PROTECTION ACT, 1998**

This legislation came into force on 1 March 2000. The DPA regulates the processing of personal data, and protects the rights and privacy of all individuals (including children), for example by giving all individuals who are the subject of personal data a general right of access to the personal data which relates to them. Individuals can exercise the right to gain access to their information by means of a 'subject access request' (sample held at Appendix A).

Personal data is information relating to an individual and may be in hard or soft copy (paper/manual files; electronic records; photographs; CCTV images), and may include facts or opinions about a person.

The DPA also sets out specific rights for academy students in relation to educational records held within the state education system. These rights are set out in separate education regulations 'The Education (Student Information) (England) Regulations 2000.' For more detailed information on these Regulations see the Data Protection Guide on the ICO website.

#### **5. RESPONSIBILITIES UNDER THE DPA AND REGISTRATION**

Dame Alice Owen's School will be the 'data controller' under the terms of the legislation – this means it is ultimately responsible for controlling the use and processing of the personal data. The Headteacher is responsible for all day-to-day data protection matters, and he will be responsible for ensuring that all members of staff and relevant individuals abide by this policy, and for developing and encouraging good information handling within the school.

The School is registered as a Data Controller on the Data Protection Register held by the Information Commissioner. The Head is also responsible for ensuring that the Academy's notification is kept accurate. Details of the Academy's notification can be found on the ICO website. **Compliance with the legislation is the responsibility of all members of the School who process personal information.**

Individuals who provide personal data to the School are responsible for ensuring that the information is accurate and up-to-date.

#### **6. DEFINITIONS**

**Data Controller:** Any individual or organisation who controls personal data, in this instance the School.

**Personal Data:** Data which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

**Sensitive Personal Data:** Personal data relating to an individual's race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership and criminal activities.

**Relevant Filing System:** Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. personnel records

**Data Subject:** An individual who is the subject of the personal data, for example, employees, students, etc.

**Processing:** Obtaining, recording or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data.

**Accessible Records:** Any records which are kept by the school as part of a statutory duty **Parent:** Has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a child.

## **7. DATA PROTECTION PRINCIPLES**

The legislation places a responsibility on every data controller to process any personal data in accordance with the eight principles. In order to comply with its obligations, Dame Alice Owen's School undertakes to:

### **7.1 Process personal data fairly and lawfully**

Dame Alice Owen's School will make all reasonable efforts to ensure that individuals who are the focus of the personal data (data subjects) are informed of the identity of the data controller; the purposes of the processing; any disclosures to third parties that are envisaged; given an indication of the period for which the data will be kept, and any other information which may be relevant.

### **7.2 Process the data for the specific and lawful purpose for which it collected that data, and not further process the data in a manner incompatible with this purpose**

Dame Alice Owen's School will ensure that the reason for which it collected the data originally is the only reason for which it processes those data, unless the individual is informed of any additional processing before it takes place.

### **7.3 Ensure that the data is adequate, relevant and not excessive in relation to the purpose for which it is processed**

Dame Alice Owen's School will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained. Forms for collecting data will always be drafted with this in mind. If any irrelevant data are given by individuals, they will be destroyed immediately.

### **7.4 Keep personal data accurate and, where necessary, up to date**

Dame Alice Owen's School will review and update all data on a regular basis. It is the responsibility of the individuals giving their personal data to ensure that this is accurate, and each individual should notify the School if, for example, a change in circumstances mean that the data needs to be updated. It is the responsibility of the School to ensure that any notification regarding the change is noted and acted on.

### **7.5 Only keep personal data for as long as is necessary**

Dame Alice Owen's School undertakes not to retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means Dame Alice Owen's School will undertake a regular review of the information held and implement a weeding process when, e.g. students or a member of staff leaves the School.

Dame Alice Owen's School will dispose of any personal data in a way that protects the rights and privacy of the individual concerned. See also Section 16.

**7.6 Process personal data in accordance with the rights of the data subject under the legislation**  
Individuals have various rights under the legislation including:

- a right to be told the nature of the information the School holds and any parties to whom this may be disclosed;
- a right to prevent processing likely to cause damage or distress;
- a right to prevent processing for purposes of direct marketing;
- a right to be informed about the mechanics of any automated decision making process that will significantly affect them;
- a right not to have significant decisions that will affect them taken solely by automated process;
- a right to sue for compensation if they suffer damage by any contravention of the legislation;
- a right to take action to rectify, block, erase, or destroy inaccurate data;
- a right to request that the Office of the Information Commissioner assess whether any provision of the Act has been contravened;

Dame Alice Owen's School will only process personal data in accordance with individuals' rights.

### **7.7 Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of data**

All members of staff are responsible for ensuring that any personal data which they hold is kept securely and not disclosed to any unauthorised third parties.

Dame Alice Owen's School will ensure that all personal data is accessible only to those who have a valid reason for using it.

Dame Alice Owen's School will have in place appropriate security measures e.g.

- ensuring that hard copy personal data is kept in lockable filing cabinets/ cupboards with controlled access;
- keeping all personal data in a lockable room with key-controlled access;
- password protecting personal data held electronically;
- archiving personal data on disks which are then kept securely (lockable cabinet);
- placing any PCs or terminals, CCTV camera screens etc. that show personal data so that they are not visible except to authorised staff.

In addition, Dame Alice Owen's School will put in place appropriate measures for the deletion of personal data – manual records will be shredded or disposed of as "confidential waste", and appropriate contract terms will be put in place with any third parties undertaking this work. Hard drives of redundant PCs will be wiped clean before disposal, or if that is not possible, destroyed physically.

This policy also applies to staff and students who process personal data 'off-site', e.g. when working at home, and in such circumstances additional care must be taken regarding the security of the data.

### **7.8 Ensure that no personal data is transferred to a country or a territory outside the European Economic Area unless that country or territory ensures adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data**

Dame Alice Owen's School will not transfer data to such territories without the explicit consent of the individual.

This also applies to publishing information on the Internet – because transfer of data can include placing data on a website that can be accessed from outside the EEA (European Economic Alliance) – so Dame Alice Owen’s School will always seek the consent of individuals before placing any personal data (including videos and photographs) on its website.

If the School collects personal data in any form via its website, it will provide a clear and detailed privacy statement prominently on the website, and wherever else personal data is collected.

## **8. CONSENT AS A BASIS FOR PROCESSING**

Although it is not always necessary to gain consent from individuals before processing their data, it is often the best way to ensure that data is collected and processed in an open and transparent manner. Consent is especially important when schools are processing any sensitive data, as defined by the legislation.

Dame Alice Owen’s School understands consent to mean that the individual has been fully informed of the intended processing and has signified their agreement (e.g. via signing a form), whilst being of a sound mind and without having any undue influence exerted upon them. Consent obtained on the basis of misleading information will not be a valid basis for processing. Consent cannot be inferred from the non-response to a communication.

Dame Alice Owen’s School will ensure that any forms used to gather data on an individual will contain a statement (Privacy Notice – formerly known as Fair Processing Notice) explaining the use of that data, how the data may be disclosed, and also indicate whether or not the individual needs to consent to the processing.

Dame Alice Owen’s School will ensure that if the individual does not give her/his consent for the processing, and there is no other lawful basis on which to process the data, then steps will be taken to ensure that processing of that data does not take place.

### **8.1 Fair Processing**

Under the “Fair Processing” requirements in the Data Protection Act, the school will inform staff and separately parents/carers of all students of the data they hold on the staff member or students, the purposes for which the data is held and the third parties (e.g. LA, DfE, QCA etc.) to whom it may be passed. This fair processing notice, now known as a Privacy Notice will be passed to staff when they join the Academy and parents/carers through a letter. Parents/carers of young people who are new to the Academy will be provided with the Privacy Notice through Data Collection Letters.

Example Privacy Notices can be found at Appendix B and Appendix C.

## **9. SUBJECT ACCESS RIGHTS (SARS)**

The Data Protection Acts extend to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place. Where a request for subject access is received from a student, the School’s policy is that:

- Requests from students will be processed as any subject access request as outlined below and the copy will be given directly to the student, unless it is clear that the student does not understand the nature of the request.

- Requests from students who do not appear to understand the nature of the request will be referred to their parents or carers.
- Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent in a sealed envelope to the requesting parent.

### 9.1 Processing Subject Access Requests

Requests for access must be made in writing.

Students, parents or staff may ask for a Data Subject Access form (see Appendix A), available from the Admin Office. Completed forms should be submitted to Ms V Duverge. Provided that there is sufficient information to process the request, an entry will be made in the Subject Access log book, showing the date of receipt, the data subject's name, the name and address of requester (*if different*), the type of data required (e.g. Student Record, Personnel Record), and the planned date of supplying the information (normally not more than 40 days from the request date). Should more information be required to establish either the identity of the data subject (or agent) or the type of data requested, the date of entry in the log will be date on which sufficient information has been provided.

**Note:** In the case of any written request from a parent regarding their own child's record, access to the record will be provided within 15 school days in accordance with the current Education (Pupil Information) Regulations.

## 10. AUTHORISED DISCLOSURES

The School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the School's authorised officer may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Student data disclosed to authorised recipients related to education and administration necessary for the Academy to perform its statutory duties and obligations.
- Student data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- Student data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the School.
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the School.
- Only authorised and trained staff are allowed to make external disclosures of personal data. Data used within the School by administrative staff, teachers and welfare officers will only be made available where the person requesting the information is a professional legitimately working within the School who need to know the information in order to do

their work. The School will not disclose anything on students' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of child abuse.

### **10.1 Legal Disclosure**

A “**legal disclosure**” is the release of personal information from the computer to someone who requires the information to do his or her job within or for the School, provided that the purpose of that information has been registered.

### **10.2 Illegal Disclosure**

An “**illegal disclosure**” is the release of information to someone who does not need it, or has no right to it, or one which falls outside the School's registered purposes.

## **11. PUBLICATION OF ACADEMY INFORMATION**

Dame Alice Owen's School publishes various items which will include some personal data, e.g.

- internal telephone directory
- event information
- staff information
- lists of students

It may be that in some circumstances an individual wishes their data processed for such reasons to be kept confidential, or restricted to internal Academy access only. Therefore it is Dame Alice Owen's policy to offer an opportunity to opt-out of the publication of such when collecting the information.

Staff records appertaining to individual staff will remain of a confidential nature between the Head, the member of staff and the Head's PA.

### **11.1 Email**

It is the policy of Dame Alice Owen's School to ensure that senders and recipients of email are made aware that under the DPA, and Freedom of Information legislation, the contents of email may have to be disclosed in response to a request for information. One means by which this will be communicated will be by a disclaimer on the School's email.

Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any email sent to or from the Academy may be accessed by someone other than the recipient for system management and security purposes.

### **11.2 CCTV**

There are some CCTV systems operating within Dame Alice Owen's School for the purpose of protecting school members and property. Dame Alice Owen's will only process any personal data obtained by the CCTV system in a manner which ensures compliance with the legislation. For detailed guidance on CCTV see the ICO CoP on CCTV .

### **11.3 Images/Photographs**

Information regarding our policy for the use of student images and model Parental Consent forms can be found in the Main Office.

#### **11.4 Video**

In cases where the School wishes to video classroom activities or performances the School will ensure that consent forms are obtained from students, parents or carers other than for use within the lesson and is subsequently wiped.

### **12. DATA INTEGRITY**

#### **12.1 Data Accuracy**

Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the School of a change of circumstances their computer record will be updated as soon as is practicable. A printout of their data record will be provided to data subjects every twelve months so they can check its accuracy, make any amendments and returned signed to the main office.

Where a data subject challenges the accuracy of their data, the School will immediately mark the record as potentially inaccurate, or challenged". In the case of any dispute, we shall try to resolve the issue informally, but if this proves impossible, disputes will be referred to the Governing Body for their judgement. If the problem cannot be resolved at this stage, either side may seek independent arbitration. Until resolved the 'challenged marker will remain and all disclosures of the affected information will contain both versions of the information.

#### **12.2 Data Adequacy and Relevance**

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the Academy will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data. Staff data will be checked annually via Data Checking Sheets.

#### **12.3 Length of Time**

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of the Head to ensure that obsolete data are properly erased. See also Section 16.

### **13. IDENTIFICATION OF DATA**

The School will ensure that all School staff, contractors working for it, and delivery partners, comply with restrictions applying to the access to, handling and storage of data classified as Protect, Restricted or higher. All documents (manual or digital) that contain protected data will be labelled clearly with the Impact Level shown in the header and the Release and Destruction classification in the footer. Below is an example:

Impact levels are as follows:

IL1–Not Protectively Marked (IL1–NPM)

IL2–Protect

IL3–Restricted

IL4–Confidential

Users must be aware that when data is aggregated the subsequent impact level may be higher than the individual impact levels of the original data. Guidance on Information Labelling and Impact Levels can be found in the BECTA document “Good Practice for Information Handling I School – Impact Levels and Labelling” Although BECTA has now closed, this is still deemed to be good practice.

Release and destruction markings will be shown in the footer as follows

[Release]	[Parties]	[Restrictions]	[Encrypt, Securely delete or shred]
The authority descriptor	The individuals or organisations the information may be released to	Descriptor tailored to the specific individual	How the document should be destroyed
<b>Examples:</b>			
Senior Information Risk Owner	School use only	No internet access No photos	Securely delete or shred
Teacher	One parent only (mother or father)	No information to the other parent ASBO	Securely delete or shred

All paper based IL2-Protected and IL3-Restricted (or higher) material must be held in lockable storage.

The School recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held by the data controller in connection with the data subject (details can be found in Section 10). Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Under certain circumstances the data subject can also exercise rights in connection with the rectification; blocking; erasure and destruction of data.

## 14. DATA AND COMPUTER SECURITY

The School undertakes to ensure security of personal data by the following general methods (precise details cannot, of course, be revealed):

### 14.1 Physical Security

Appropriate building security measures are in place, such as alarms, window bars, deadlocks and computer hardware cable locks. Only authorised persons are allowed in the Server and Hub rooms. Disks, tapes and printouts are locked away securely when not in use. Visitors to the School are required to sign in and out, to wear identification badges whilst in the school and are, where appropriate, accompanied.

### 14.2 Logical Security

- Security software is installed on all computers containing personal data.

- The School will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them.
- All users will be given secure user names and strong passwords. User names and passwords must never be shared. Passwords should be changed regularly.
- Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.
- All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.
- Personal data can only be stored on school equipment (this includes computers and portable storage media).
- When personal data is stored on any portable computer system, USB stick or any other removable media:
  - the data must be encrypted and password protected;
  - the device must be password protected (many memory sticks/cards and other mobile devices cannot be password protected);
  - the device must offer approved virus and malware checking software;
  - the data must be securely deleted from the device, in line with school policy, i.e. once it has been transferred or its use is complete.
- The School has clear policy and procedures for the automatic backing up, accessing and restoring all data held on school systems, including off-site backups.

### 14.3 Procedural Security

All staff are trained in their Data Protection obligations and their knowledge updated as necessary. Computer printouts as well as source documents are shredded before disposal.

Overall security policy for data is determined by the Head and is monitored and reviewed regularly, especially if a security loophole or breach becomes apparent.

**Any queries or concerns about security of data in the school should be referred to the Head.**

**Individual members of staff can be personally liable in law under the terms of the Data Protection Acts.** 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. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.

## 15. SECURE TRANSFER OF DATA AND ACCESS OUT OF THE SCHOOL

The School recognises that personal data may be accessed by users out of the School, or transferred to the LA or other agencies. In these circumstances:

- Users may not remove or copy sensitive or personal data from the School or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location.

- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (e.g. family members) when out of the School.
- When data is required by an authorised user from outside the school premises (for example, by a teacher or student working from their home or a contractor) they must have secure remote access to the management information system (MIS) or learning platform.
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software.
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and legal advice should be sought in this event. (NB. to carry encrypted material is illegal in some countries)

## **16. DISPOSAL OF DATA**

The School will comply with the requirements for the safe destruction of personal data when it is no longer required.

The disposal of protected data, in either paper or electronic form, must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten and other media must be shredded, incinerated or otherwise disintegrated for data.

A Destruction Log will be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation.

## **17. TRAINING AND AWARENESS**

All staff will receive data handling awareness/data protection training and will be made aware of their responsibilities, as described in this policy through:

- Induction training for new staff;
- Staff meetings/briefings/Inset;
- Day to day support and guidance from the Responsible Person.

## **18. ENQUIRIES**

Information about the School's Data Protection Policy is available from Ms V Duvergé. General information about the Data Protection Act can be obtained from the Information Commissioners Office <http://www.ico.gov.uk/>.

A copy of this policy will be issued to all employees and covered in new staff Induction Training. It will be reviewed annually, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.

## APPENDIX A

### ACCESS TO PERSONAL DATA REQUEST (Subject Access Request – SARS)

<b>DATA PROTECTION ACT 1998</b>	
Enquirer's Forenames	
Enquirer's Surname	
Enquirer's Address	
Enquirer's Postcode:	
Enquirer's Tel No.	
Are you the person who is the subject of the records you are enquiring about (i.e. the "Data Subject")?	YES / NO
If NO,	
Do you have parental responsibility for a child who is the "Data Subject" of the records you are enquiring about?	YES / NO
If YES,	
Name of child or children about whose personal data records you are enquiring:	
Description of Concern / Area of Concern	
Description of Information or Topic(s) Requested ( In your own words)	
Additional Information	

Please despatch Reply to: *(if different from enquirer's details as stated on this form)*

Name

Address

Postcode

#### DATA SUBJECT DECLARATION

I request that the School search its records based on the information supplied above under Section 7 (1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the School. I agree that the reply period will commence when I have supplied sufficient information to enable the School to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

**Signature of "Data Subject" (or Subject's Parent)**

---

**Name of "Data Subject" (or Subject's Parent) (PRINTED)**

---

**Dated**

---

## APPENDIX B



# Dame Alice Owen's School

The Dame Alice Owen Foundation 1613 - Trustee: The Worshipful Company of Brewers

Telephone: +44(0)1707 643 441  
Fax: +44(0)1707 645 011  
Email: [admin@damealiceowens.herts.sch.uk](mailto:admin@damealiceowens.herts.sch.uk)  
Web: [www.damealiceowens.herts.sch.uk](http://www.damealiceowens.herts.sch.uk)

Dugdale Hill Lane  
Potters Bar  
Hertfordshire  
EN6 2DU

27 September 2016

## PRIVACY NOTICE

### For Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Dear Students

#### **Data Protection Act 1998 - How we use your information**

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Hertfordshire County Council (our Local Authority) and Youth Connexions Hertfordshire, the provider of Youth Support Services in our area, who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Hertfordshire County Council, or Youth Connexions Hertfordshire, by informing Mrs Tess Cleverley in the School Office ([cleverleyt@damealiceowens.herts.sch.uk](mailto:cleverleyt@damealiceowens.herts.sch.uk), 01707 643 441. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website: <http://www.hertsdirect.org>.

The School shares information with Careers guidance providers Youth Connexions Hertfordshire, which can be contacted as follows:

*Youth Connexions Hertfordshire c/o Hertfordshire County Council (First floor, Farnham House, Six Hills Way, Stevenage SG1 2QF) – tel: 0300 123 4043 or 01442 454 844;*  
[feedbackyouthconnexions@hertfordshire.gov.uk](mailto:feedbackyouthconnexions@hertfordshire.gov.uk).

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority Education and Learning Service at <http://www.hertsdirect.org/services/edlearn/>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Mrs Tess Cleverley in the School Office ([cleverleyt@damealiceowens.herts.sch.uk](mailto:cleverleyt@damealiceowens.herts.sch.uk), 01707 643 441.

Yours sincerely



Mrs Hannah Nemko  
Headteacher

## APPENDIX C



# Dame Alice Owen's School

The Dame Alice Owen Foundation 1613 - Trustee: The Worshipful Company of Brewers

Telephone: +44(0)1707 643 441 | Fax: +44(0)1707 645 011

Web: [www.damealiceowens.herts.sch.uk](http://www.damealiceowens.herts.sch.uk)

Email: [admin@damealiceowens.herts.sch.uk](mailto:admin@damealiceowens.herts.sch.uk)

Dugdale Hill Lane  
Potters Bar, Hertfordshire EN6 2DU

27 September 2016

### PRIVACY NOTICE

***For the school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority***

Dear Staff

#### **The Data Protection Act 1998 – How we use your information**

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority and
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact Véronique Duvergé, Head's PA ([duvergev@damealiceowens.herts.sch.uk](mailto:duvergev@damealiceowens.herts.sch.uk), x. 222).

Yours sincerely

A handwritten signature in black ink that reads "Hannah Nemko".

Hannah Nemko  
Headteacher

**APPENDIX D**



**Dame Alice Owen's School**

The Dame Alice Owen Foundation 1613 - Trustee: The Worshipful Company of Brewers

Telephone: +44(0)1707 643441  
Fax: +44(0)1707 645011  
Email: [admin@damealiceowens.herts.sch.uk](mailto:admin@damealiceowens.herts.sch.uk)  
Web: [www.damealiceowens.herts.sch.uk](http://www.damealiceowens.herts.sch.uk)

Dugdale Hill Lane  
Potters Bar  
Hertfordshire  
EN6 2DU

**Use of data provided by Dame Alice Owen's School**

**Declaration to be signed by organisations to which Dame Alice Owen's School provides data from its School Information Management System (SIMS)**

In keeping with national data protection legislation and our own policy, it is essential that your use of our data follows our Data Protection Policy. A copy of this Policy is contained on the pages preceding this Declaration, and we request you to sign to confirm that you will follow all the principles in the policy when you receive data from us. Should this not be possible, then we will be unable to provide you with data in future.

Please sign below to confirm that you will follow all the principles in Dame Alice Owen's School Data Protection Policy:

Signature: .....

Name: .....

Title: .....

Organisation: .....

Date: .....

*[Should you have any queries about this Declaration, please contact Mrs Pam Perrett, Assistant Head, on [perrett@damealiceowens.herts.sch.uk](mailto:perrett@damealiceowens.herts.sch.uk), 01707 622 841]*