



Data Protection Policy

Policy Author: Vaughan Parry / Andrew Sudron

Policy Adopted by the Governing Body

Click or tap to enter a date.

X

Sean Pond
Chair of Governors

Springwater School is a space of sanctuary, which recognises and values the diversity of our school community as a rich source which supports the learning of all. We are an inclusive setting and promote tolerance, understanding and equality for all regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership and pregnancy or maternity.



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Introduction:

This school policy aims to safeguard personal and sensitive information held by Springwater School.

Policy detail:

Information considered personal and sensitive

- All documents with Pupil and Staff names with contact addresses and/or telephone numbers
- Annual Review Reports/Education Health and Care Plans
- Assessment data
- Medical information
- Assessments/correspondence with other agencies (Therapies, EP, Social Services)
- All information relating to Child Protection issues
- All information relating to health, working practices, assessment, performance and salary of staff
- Home-school books
- Class diary of events
- Accident/incident books/forms
- Photographs or documents containing photographs of pupils and/or staff

All documentation, school or pupil related, is stored within our SharePoint cloud storage platform.

Images can be held on camera SD cards or iPads whilst evidence gathering and will be uploaded to SpringPoint student site or onto Tapestry as soon as is practicable.

Whilst images are stored on an SD card within the camera, appropriate and secure storage of the camera must be maintained.

Personal and sensitive information may be held as paper copies within school secure storage, electronic storage should be sought where appropriate.

The school's aim is **not** to create any paper documentation storage unless unavoidable.

Personal and sensitive information must not be stored on PC or laptop hard drives. Springwater systems do not allow for any writing of data to portable hard drives or memory pens.



Location of information and data

All electronic data, school or pupil, is stored and accessed through our SharePoint site. This system allows access to **all documentation** pursuant to individual levels of access authorisation from any location that has an internet connection.

Your password is your security key to all documentation and **must not** be shared with any other person.

For security, reasons the password is of a complex nature and notification to change the password is required every 30 - 34 days.

All staff members have a small amount of storage for personal business use (H Drive). Whilst scanning documents this is the private location where documents are stored. Documents must immediately then transferred to the final location on SharePoint and subsequently deleted from your home (H) drive.

Personal and sensitive information in hard copy should be stored so that it is out of sight and preferably in a locked cupboard. The exception is medical information for pupils who may require immediate medical attention during the day and it is recommended that such details are displayed in classrooms where they are immediately accessible by staff but not obvious to casual visitors.

Personal and sensitive data should not be removed from site unless absolutely necessary and approved by Headteacher.

Additional Measures

- Sensitive documents may require to be individually password protected before sending via email, this can be achieved via Admin or Headteacher account.



Additional information to support the policy:



Policy definitions

- Springwater, We, Us - Refers to Springwater School staff; the policy author
- Colleague(s) - Refers to colleagues directly in the employ of Springwater School

Policy reviewer: The Governing Body of Springwater School

Policy review schedule:

Review Schedule (years)	1
Next Review Date	February 2023