

St Winefride's Catholic Primary School

DATA PROTECTION and FREEDOM OF INFORMATION POLICY

OVERVIEW

St. Winefride's Catholic Primary complies with the requirements of the Data Protection Act 1998. Systems are in place to ensure that all who have access to any **'personal data'** or **'sensitive personal data'** held by or on behalf of the school comply with their duties and responsibilities under the Act. To carry out its responsibilities the school has to collect and use information and it is also required by law to collect and use information in order to comply with the statutory requirements. Where proper requests for information are made of the school it will meet its duties under the requirements of the Freedom of information Act.

OBJECTIVES

1. To ensure that the collection of data and formation will comply with the requirements of the DfE (Dept. for Education).
2. To ensure that all information will be handled and dealt with properly and lawfully in line with the eight principles set out in the Act.
3. To ensure that staff responsible for the safe keeping of data will be trained in their duties and responsibilities.
4. To ensure that all staff carry out their duties under the Data Protection Act 1998 effectively and efficiently.
5. To ensure that the school complies with the requirements of the Freedom of Information Act

STRATEGIES

1. The headteacher will take specific responsibility for data protection in the school.
2. Data will be collected and processed fairly and lawfully;
3. Data will be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
4. Data will be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
5. Data will be kept up to date;
6. Data will not be kept for longer than is necessary for that purpose or those purposes;
7. Data will be used in accordance with the rights of data subjects under the Act;
8. Data will be kept secure and held centrally by the school.
9. Data will be treated as confidential by all members of staff and any 'personal data' or 'sensitive personal data' known to staff **MUST NOT** be shared with others without the headteacher's permission.
10. Data collected by the school will not be transferred to disk, memory stick, personal computer or any other device without the headteacher's permission.
11. Data collected and/or held by the school will not be transmitted electronically to any destination without the permission of the headteacher.
12. Data will not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection
13. The headteacher will deal with any request for information in accordance with the requirements of the Freedom of Information Act. There will be no charge for this other than to cover the costs of photocopying.

OUTCOMES

School practices and procedures will meet fully the requirements of the Data Protection Act 1998 and the Freedom of Information Act. All data collected and held by the school will be kept safe.

This is St Winefride's Catholic Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus/website – information published in the school prospectus.

Governors' Documents – information published in the Headteacher's termly Report to Governors and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

Requests must be in writing including by email with name, address and contact details.

Information will normally be issued in electronic form, however, if you require a paper version of any details are set out below. There will be a charge for paper versions to cover cost of copying and postage (where applicable).

We will issue information within 20 school days of request.

Tel: **0151 338 2468**

Contact Address: **Mellock Lane, Little Neston, CH64 9RW**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

5. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values – the Mission Statement• parents' right to withdraw their child from religious education and collective worship• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll and rates of pupils' authorised and unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures• The arrangements for visits to the school by prospective parents

Information relating to the governing body– this section sets out information published in the governing body documents.

Class	Description
	<ul style="list-style-type: none"> • details of the governing body membership, including name of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection (if applicable) • a financial statement, including gifts made to the school and amounts paid to governors for expenses • the school's accessibility plan and arrangements for security of pupils, staff and the premises • information about the implementation of the governing body's policy on pupils with special educational needs or disabilities(SEND) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>) • Some information might be confidential or otherwise exempt from publication by law – we are therefore unable to publish this

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policies	Statement on following the policies for the curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

Relationships and Sex Education Policy	Statement of policy with regard to Relationship and Sex Education (RSE)
Special Education Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs or disabilities
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Single Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection/ Safeguarding Policies	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour/ Anti-bullying Policies	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, visits
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedures adopted by the governing body relating to the appraisal of staff
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request
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7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to ***The Chairman of Governors c/o St. Winefride's Catholic Primary School, Mellock Lane, Little Neston, CH64 9RW***

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk