



Policy Statement on Data Protection and Information Management

It is a statutory requirement for all schools to have a Data Protection Policy.

Schools have always held personal data on the pupils in their care, and increasingly this data is held digitally and accessible not just in school but also from remote locations. Legislation covering the safe handling of this data is mainly the Data Protection Act 1998 ('the DPA').

Schools and their employees should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature

It is the responsibility of all members of the Learning Community to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not:

- have permission to access that data, and/or
- need to have access to that data.

Data breaches can have serious effects on individuals and / or institutions concerned, can bring the school into disrepute and may well result in disciplinary action, criminal prosecution and fines imposed by the Information Commissioners Office for the school and the individuals involved. Particularly, all transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data protection legislation and relevant regulations and guidance.

Blaenau Gwent County Borough Council has a range of policies in place to ensure all staff follow the relevant protocols for the management of data and information. These policies are adopted by the Learning Community's Governing Body and are available through the staff handbook pages of the Learning Community website.

A handwritten signature in black ink, appearing to be 'S. Jones', written over a faint circular stamp.

Signed
Principal

A handwritten signature in black ink that reads 'Mike Harris'.

Signed
Chair of Governors