



Created: M.Papesch June 2013 | Reviewed & approved by Board: 2017  
Reviewed by: KHoward May 2023 | Next Review: May 2025

## **Data Protection Policy**

### **Introduction**

London Scandinavian School respects everyone's right to privacy. An established procedure for dealing with confidentiality, which is understood by pupils, staff, parents, carers and visitors, will help the School develop a more consistent approach and protect the interests of both its pupils and staff. Schools are "Data Controllers" under the Data Protection Act 1998

### **Aims**

Our school aims to ensure that all personal data collected about staff, pupils, parents, advisors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018) This policy applies to all personal data, regardless of whether it is in paper or electronic format.

The Trustees and governing body has overall responsibility for ensuring that the School complies with all relevant data protection obligations. The Governors have an oversight role for ensuring compliance with the School's Data Protection policy.

### **Area of School**

This policy covers the whole school community.

### **Data Protection Officer**

The School has appointed a DPO to ensure GDPR Compliance. The DPO is responsible for overseeing this Data Protection Policy and developing data-related policies and guidelines. Data Protection Officer for the School is Alexander Kahn: Trustee

1. The School incorporates the guidance outlined in the Report on Data Protection Guidance given to schools by the Information Commissioner's Office (ICO) in 2012
2. The School recognises a. the importance of notifying the Information Commissioner's Office (ICO) accurately of the purposes of processing of personal data b. the need to handle personal information in line with the data protection principles c. it must let pupils and staff



- know what is done with the personal information stored about them d. the importance of restricting access to personal information to those who need it
3. The School must keep confidential information secure when storing it, using it and sharing it with others
  4. When disposing of records and equipment, the School will make sure personal information cannot be retrieved from them
  5. The School policies will have clear, practical policies and procedures on information governance for staff and governors to follow, and monitor their operation
  6. The School will recognise, log and monitor subject access requests
  7. The School staff will be sure they are allowed to share information with others and make sure it is kept secure when shared.
  8. The School will control access to websites, including any restricted area.
  9. The School will make sure it is allowed to publish any personal information (including images) on its website.  
[http://www.ico.org.uk/for\\_organisations/sector\\_guides/~media/documents/library/Data\\_Protection/Research\\_and\\_reports/report\\_dp\\_guidance\\_for\\_schools.ashx](http://www.ico.org.uk/for_organisations/sector_guides/~media/documents/library/Data_Protection/Research_and_reports/report_dp_guidance_for_schools.ashx)
  10. The School will inform Parents, Pupils and Staff of and CCTV use, what it is used for and review retention periods
  11. If photographs taken at Dania School are intended for publication, this will be noted in our fair processing/privacy policy
  12. The School will recognise when others are processing personal information for the School. As such, the School will make sure they do it securely.
  13. The School will train staff and governors in the basics of information governance; recognising where the law and good practice need to be considered; and know where to turn to for further advice.
  14. The School recognises the principles of Freedom of Information (FOI). After consultation, the School will notify staff what personal information we would provide about them when answering FOI requests.

### **Equal Opportunities**

At London Scandinavian School we also recognise the importance of the Equality Act 2010. This replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

It aims to ensure that all people (pupils/teachers/parents/family/visitors etc) have equality of opportunity in accessing and experiencing the life of the school. When carrying out our day to day work, we should have regard to the following:



- eliminating discrimination
- advancing equality of opportunity
- foster good relations across all people, whatever their characteristics may be

## References

[http://www.ico.org.uk/for\\_organisations/sector\\_guides/education](http://www.ico.org.uk/for_organisations/sector_guides/education)

Legislation: The Data Protection Act 1998 (with consideration to the eight data protection principles appearing in Schedule 1).

<http://www.legislation.gov.uk/ukpga/1998/29/contents>