Mill Strand Integrated School & Nursery

Data Protection Policy

This policy was updated in January 2025.
Adopted by Governors February 2025

Data Protection Policy

1 Introduction

This is a statement of the data protection policy adopted by Mill Strand Integrated Primary School ('MSIPS' or 'the School'). This policy applies to all employees and volunteers of MSIPS and all such persons are expected to apply the policy and to seek advice when required.

MSIPS collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable MSIPS to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

We regard the lawful and correct treatment of personal information by MSIPS as important to the achievement of our objectives and to the success of the schools' operations and to maintaining confidence between those with whom we deal and ourselves. We therefore need to ensure that MSIPS treats personal information lawfully and correctly.

2 Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines. Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

To this end, we fully endorse and adhere to the Principles of data protection, as set out in the Data Protection Act 1998.

The eight Principles require that personal information:

1. shall be processed fairly and lawfully and shall not be processed unless specific conditions are met;

2. shall 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;

3. shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;

4. shall be accurate and, where necessary, kept up to date;

5. shall not be kept for longer than is necessary for the specified purpose(s);

6. shall be processed in accordance with the rights of data subjects under the Act;

7. should be subject to appropriate technical and organizational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction or damage to personal data;

8. shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Therefore, MSIPS will, through appropriate management and strict application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify that purposes for which information is used;
- collect and process appropriate information only to the extent that it is needed to fulfill our operational needs to comply with any legal requirements;
- ensure the quality of information used;
- ensure that the information is held no longer than necessary;
- ensure that the rights of people about whom information is held can be fully exercised under the Act (i.e. the right to be informed that processing is being undertaken, to access one's personal information; to prevent processing in certain circumstances, and to correct, rectify, block or erase information that is regarded as wrong information);
- take appropriate technical and organisational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards.

Further advice and information regarding Data Protection is available from the Information Commissioner's Office: www.ico.gov.uk

Version History

Date	Type	Version
September 2014	Definitive	V1.0
April 2017	Draft	V1.1
May 2017	Final	Final
May 2020	Draft	V1.2
January 2025	Draft	V 2.0
February 2025	Final	V 2.1