

DATA PROTECTION

1: THE SCOPE OF THE DATA PROTECTION ACT

This policy should be read alongside the BCS policy on Photography and Filming. The Data Protection Act applies to electronic and paper records held in structured filing systems containing personal data, meaning data which relates to living individuals who can be identified from the data. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings. Under the terms of the Act, the school will:

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

The Governing Body of the school has overall responsibility for ensuring that data protection records are maintained. The Principal and LGB will work within the requirements of the Data Protection Act 1998, and ensure that all staff who collect, process or disclose personal data are aware of their duties and responsibilities. Individuals can be liable for breaches of the Act. Information about the school's Data Protection Policy is available from the Principal.

2: DATA PROTECTION IN PRACTICE

BCS complies with the eight principles of good practice which are set out in detail in schedule 1 of the Data Protection Act (1998). The Data Protection principles say that data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not for any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with the data subject's rights
- Secure
- Not transferred to other countries without adequate data protection

BCS recognises that consent may be required for the processing of personal data except where this is necessary for the School to meet its commitments to pupils and their parents or guardians. Any personal data that is not otherwise exempt will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy. However, BCS would normally disclose information to be used for:

- A confidential reference to another educational establishment to which the pupil had applied for entry
- To publish the school's performance in public examinations or similar pupil achievements
- To give information on outstanding fees or payment history to any educational establishment to which the pupil had applied.
- To disclose medical details where this is in the pupil's interests - for example, to the medical profession or for insurance purposes.

3: RIGHTS OF ACCESS TO INFORMATION (SUBJECT ACCESS)

The Data Protection Act (1998) allows individuals to access the information that is held about them on computer and some paper records (this is called the right of subject access). Bournemouth Collegiate School will process these requests in accordance with the legislation. In order to ensure that people receive only information about themselves BCS operates a formal system of request:

Valid requests from pupils will be handled as any other subject access request and the copy will be given directly to the pupil, unless it appears that the pupil does not understand the nature of the request, in which case the request will be referred to their parents or carers.

Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent to the parent.

Requests for access must be made in writing on a Data Subject Access form (see below), available from the School Office. If the request is valid and complete, an entry will be made in the Subject Access log book, showing the date of receipt, the data subject's name, the name and address of requester (if different) and the type of data required. Requests should normally be handled within not more than 40 days from the request date. In the case of any written request from a parent regarding their own child's record, access to the record will be provided within 15 school days in accordance with the current Education (Pupil Information) Regulations.

Some data is exempt from the right of access under the Data Protection Act, including information which identifies other individuals, information that the School reasonably believes is likely to cause damage or distress or information which is subject to legal professional privilege. The School is not required to disclose any pupil examination scripts.

4: DATA ACCURACY AND RELEVANCE

Data held by BCS will be as accurate and up to date as is reasonably possible. If a data subject informs BCS of a change of circumstances, their computer record will be updated as soon as is practicable. Where a data subject challenges the accuracy of their data, the School will immediately mark the record as potentially inaccurate while a review takes place. Under the Data Protection Act 1998, data held about people must be adequate and relevant but not excessive in relation to the purpose for which it is being held. Data about individuals will not be kept by BCS for longer than necessary for the purposes for which it is being held.

BCS is fully committed to ensuring that the application of this Data Protection policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Photography and Filming

This document is reviewed annually by the SLT or as events or legislation change requires. The next scheduled date for review is November 2012.



Bournemouth Collegiate School Data Protection Act: Subject Access Form

Under the Data Protection Act 1998, staff and pupils (and their parents/guardians) of Bournemouth Collegiate School have the right to access to personal data relating to themselves that is held in electronic format and/or paper records forming part of a formal filing system. Any individual who wishes to exercise this right should apply using this subject access request application form, and may be required to supply proof of identity. The school would normally respond within 40 days of the request.

Surname		Forenames	
Signature		Date	
Address			
Email address			
Telephone number			
Relationship to pupil (if not the pupil)			

Are you a pupil of the school? If YES, specify Year	
Are you a member of Staff of the school? If YES, specify post	
If no to the above 2 questions, what is your link to the school?	

Please specify in detail the information that you are requesting (continue overleaf)