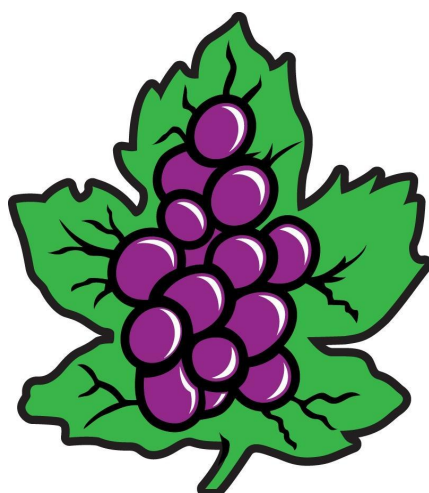




DATA PROTECTION POLICY

Kerem School

Approved by:

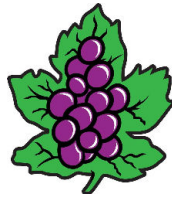
Compliance Committee

Date: September 2021

Last reviewed on:

August 2026

Next review due by: August 2027



KEREM SCHOOL

(This policy also applies to the Early Years Foundation Stage)

Data Protection Policy

Our Data Protection Policy aims to ensure the confidentiality of sensitive information relating to staff, pupils, parents and governors.

The school's data policy aims to process data within the guidelines of the GDPR which replaces that Data Protection Act of 1998 and in line with Prevent (2023) and Keeping Children Safe in Education (September 2026).

From time to time, the school is required to pass data on to other organisations, including the DfE, the local authority and our inspection authorities.

WHAT IS PERSONAL DATA?

The Information Commissioner's Office (ICO) defines personal data as:

- Information processed, or intended to be processed, wholly or partly by automatic means (information in electronic form such as on a computer)
- Information processed in a non-automated manner, which forms part of, or is intended to form part of, a 'filing system' (usually paper records)
- Information that forms part of an 'accessible record' (educational records) regardless of whether it is processed automatically or is held in a filing system
- Information held by a public authority

GOOD PRACTICE IN INFORMATION HANDLING

- All data should be kept safe and made available only to those who are authorised to access it
- Sensitive or personal data should not be removed from the school premises unless authorised by the Head Teacher. When data is required by an authorised user from outside the school premises – for example, by a teacher working from home – he/she should only do so via approved remote access to the management information system or learning platform and access the system using only private computers or devices.
- Sensitive or personal data is deleted when it is no longer required

MAKING SENSITIVE DATA AVAILABLE TO THOSE WHO NEED IT

It may be necessary to pass sensitive information between staff in order to offer the best levels of teaching and care. The Data Protection Act states that this data can be 'processed' if necessary in order to carry out an obligation imposed by law in connection with employment.

THE RIGHT OF INDIVIDUALS TO ACCESS PERSONAL INFORMATION

Staff who process personal information must comply with eight principles to ensure that the information is:

- Fairly and lawfully processed
- Processed for specified and limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than is necessary
- Processed in line with your rights
- Kept secure
- Not transferred to other countries without adequate protection

VIDEOS AND PHOTOS

The use of digital and video images plays an important part in learning activities. Pupils and staff may use digital cameras to record activities in lessons and out of school. These images may then be used in presentations and subsequent lessons. Images may be used in school publications, on the website and occasionally in public media. The school will comply with the Data Protection Act and will obtain permission to use images from parents as required.

USE OF EQUIPMENT OUTSIDE OF THE SCHOOL

From time to time, staff may be required, or prefer, to perform school-related work at home, using either their own home computers or school-supplied equipment.

For school-owned equipment:

- Equipment is to be kept in a safe place and not to be left in vehicles or in public places, which will constitute a breach of this policy
- Only password-protected equipment is allowed to leave the premises. Where the device is not password-protected, the member of staff is to contact the IT Lead to set up appropriate password restrictions
- No programs may be installed on the equipment without prior permission
- No files may be downloaded to the equipment unless they are being used directly in connection with school matters. Where files are downloaded to the equipment, the staff member is required to ensure that such files are downloaded from trusted sources, free of viruses, malware, etc.
- No use of the school-owned equipment is permitted other than for school matters and always in accordance with this policy.

For privately-owned equipment

- Accessing a user's school email account is permitted from privately-owned equipment
- It is not permitted to download sensitive data to private computers or devices. If in doubt as to what may be downloaded and worked on outside on private equipment, please seek advice beforehand from the school office or IT coordinator. For example, lesson materials may be downloaded, but class lists or individual reports, or documents containing sensitive personal data, for example, may not be downloaded.

RESPONSIBLE USE OF ICT - PROMOTING THE EFFECTIVE USE OF ICT

Kerem believes that the internet and digital communications technologies are powerful tools which open up new learning opportunities, which can stimulate discussion and promote creativity. Our pupils should have an entitlement to safe internet access at all times.

This Responsible Use Policy is intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use, and that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Some material available via the Internet is inevitably unsuitable for pupils, and while the school will take reasonable precautions to ensure that users access only appropriate material, it is not possible to guarantee that a student will never come across unsuitable material while using a school networked computer or device.

This policy applies to:

- Use of the school ICT systems and equipment (both in and out of school)
- Use of personal equipment in school (when allowed) e.g. laptop, mobile phone iPad etc

In furthering these objectives:

1. The school will monitor the use of the ICT systems and other digital resources.
2. Staff may review files and communications to ensure that users are using the system responsibly.
3. Pupils will not visit sites or download any material that contains items that are illegal, defamatory, pornographic or otherwise offensive.
4. Pupils will report to an adult member of staff any material, information or messages that are inappropriate or make the user feel uncomfortable.

In the interests of the smooth running of the school system and ensuring fair access to the available resources, users recognise:

1. The school network is for educational use
2. The need to keep the network available to fellow students by refraining from time- and space-consuming downloads of large files.
3. The school ICT systems may not be used for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), without permission from a member of staff to do so.

In the use of ICT:

1. Pupils must respect others' work and copyright
2. Users will be polite and responsible when communicating with others, avoiding aggressive or inappropriate language
3. Users will respect the security and integrity of the school's ICT systems, irrespective of whether the device belongs to the school
4. The use of personal devices (mobile phones /tablets/ USB devices etc) in school, is to be used within the rules set out in this agreement and in the '**Mobile phone, Smart Watch and Camera policy for staff and visitors**'
5. Users will not open any attachments to emails unless they are from known, trusted sources due to the risk of viruses or other harmful programmes.
6. Users will not install programmes of any type on a computer, nor will they alter computer settings.

Finally, the school has the right to take action against users involved in incidents of inappropriate behaviour that are covered in this agreement, whether they occur inside or outside the school, where they involve membership of the school community, for example, cyber-bullying or use of images or personal information that may be construed as offensive. The school makes no distinction between bullying and cyber-bullying.