



Data Protection Policy

Revised May 2015

This is a statement of data protection policy adopted by Newton Hill Community School.

Newton Hill School recognises the importance of respecting the personal privacy of all its employees and other people with whom it deals with as well as the need to build in appropriate safeguards during the collection, storage, processing and utilisation of personal data.

Newton Hill School principally collects and maintains such data in order to meet its legitimate requirements as a local authority school, to comply with statutory requirements and fulfil individual employment contracts with its employees.

This personal data must be dealt with properly however it is collected, recorded and used. This is the case whether it is on paper, in a computer or recorded on other material. There are safeguards to ensure personal data is processed safely in the Data Protection Act 1998 (the "Act").

Newton Hill fully endorses and adheres to the principles of data protection, as set out in the Act. Specifically, the principles require that:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
2. Personal data 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. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
4. Personal data shall be accurate and, where necessary, kept up to date;
5. Personal data shall not be kept longer than necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of the data subjects under the Act;
7. Appropriate technical and organisational measures shall be taken against unauthorised, or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
8. Personal data 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 the data subjects in relation to the processing of personal data.

Any queries regarding personal data should be directed to: Mrs Caroline Wheatley (Head Teacher)