

Record Keeping

Data Protection

Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Aims

To implement the provisions of the data protection legislation for parents, pupils and staff;

To set out the responsibilities of the Data Controller; and

To set out the procedure for storing, making secure and providing information;

Responsible Persons

The Principal is the 'Data Controller' for the School. He is responsible for:

Implementing any policies developed by Leicester International School (LIS) regarding data protection;

Ensuring safe and confidential systems are in place in the School;

The School Administrator is responsible for:

Providing information to bodies entitled to receive information; and

Providing relevant information about a pupils progress to parents (In this policy statement, “parents” means all those that having a legal parental responsibility for a child).

Keeping on file

All information retained by staff in records and/or mark books is confidential.

Students and their parents are entitled to know what is kept on file about the pupil (and/or about the parent(s)).

Medical and matters concerning child protection will be kept in a confidential file and will be supplied to relevant authorities where the Principal deems it appropriate (e.g. police or social care).

Only the Principal and staff authorised by the Principal may have access to this file.

Provision of Information

General Requests for Information

The School will provide information to persons and bodies prescribed by regulation. The Principal will determine what confidential information will be released to relevant persons permitted to receive this information by law. All requests for information about pupils must go to the Principal, who will determine whether it is lawful and appropriate to release the information.

Requests to Individual Members of Staff

Members of staff who receive personal requests for references or other information about current or past students must direct the request to the Principal before providing the information to ensure that they are acting within the law and official guidance.

Information to Parents

The School will provide parents with an annual report on their child's progress. The School may also provide parents with a report on their child's progress at other points in the year.

The school will provide on request by a parent any information that is kept on file about their child. Exceptions to this rule will include matters relating to Child Protection.

Provision of Information to External Organisations

Information relating to pupils' academic achievements and progress will be published annually to the DFE (Department for Education), in line with current DFE requirements.

Sensitive personal information about past or present pupils will only be disclosed to external agencies acting for and on behalf of individual pupils or their parents. This may include some of the following agencies and professionals:

- Social Care

- Educational psychologists
- Medical professionals
- Education Support Services
- Police

Parental permission must normally be sought prior to involving outside agencies. Exceptions to this rule will include matters relating to Child Protection (which should only be referred through the School's Child Protection Officer) and information relating to criminal activity.

Medical emergency procedures will take account of prior information collected from medical forms completed by parents. In cases of medical emergency, parents will be notified of any action taken without delay.

Under no circumstance must personal information about pupils be passed on to representatives of the Media.

Information for use within the School

There will be a need for relevant employed staff, contracted staff or volunteers working within the School to be informed of individual student information both for academic and pastoral reasons.

Academic data will be available for all teaching and support staff to enable them to plan and set targets effectively. Teaching staff will discuss individual achievement data with the individual concerned and their parents. However, the unnecessary publication of individual achievement data with groups of students should be avoided.

Personal Tutors will need to have an overview both of achievement data and personal information data and should discuss progress with the individual student and parents, as appropriate. The Personal Tutor should also inform relevant teaching and support staff of individual personal data if it is deemed necessary to ensure that the student is taught and catered for appropriately.

Personal information regarding individual students should not be discussed with members of the public.

All teaching and support staff will be notified of any medical information relating to pupils at the start of each academic year or on admission during the year. The school administrator is responsible for passing this information to all teaching and support staff. The Medical Information must be updated when a change to a pupil's medical information is brought to the attention of the School or during the process of a casual admission.

Parental access to personal information data

Parents have a legal right to have access to their child's records and personal data. Only requests from parents will be considered. Exceptions to this rule will include matters relating to Child Protection. The procedure to be observed by parents and the School is as follows:

- The parent makes a written request to the Principal to see their child's personal data;
- The Principal authorises the request once satisfied that the person requesting the information is the parent. The Principal informs the member of staff with responsibility for the pupil's records of the request;
- The member of staff responsible for the pupils' records gathers the requested information. If additional information that is stored electronically is requested, the member of staff with responsibility for pupils' records will liaise with the relevant member of staff;
- The Personal Tutor will contact the parent and make the personal data available for viewing on the school premises. The original information must remain within the school;
- A member of the School's Leadership Team will deputise where the Principal or Personal Tutor is absent and inform all relevant parties of the request and action taken;

Security

The Principal will take necessary precautions to ensure that both electronic and manual files are secure.

No manual or electronic files will be taken off the premises except in an emergency, or when expressly authorised by the Principal.

The School will not disclose any information to any third party which could not be disclosed to the student him/herself under the data protection legislation, unless authorised to do so by government regulation or court order.

Government Census

Information for the purposes of monitoring of pupils is periodically required by the government. This is sensitive personal data, and the information should be kept to a minimum, and as far as possible in an anonymous form.

Marketing Material

No personal information about pupils will be provided to marketing companies.

Monitoring the Use of Electronic Communications

The School reserves the right to monitor the use of School computers, video and audio machines, phones and fax machines by pupils and staff, and will keep appropriate records, which can be accessed by pupils and staff on request to the Principal (or the senior member of staff authorised by the Principal).

Monitoring and Review

This policy will be monitored by LIS at least every three years.

Appendix 1

Information which may be included in reports to parents:

- Brief details of achievements in all subjects and activities which are part of the school's curriculum;
- Comments on progress;
- Arrangements for discussing the report with the student's teachers;
- Attendance record;
- Results of any public examinations by subject and grade;
- Results of any National Curriculum tests by level;
- Results of any Cambridge International Examinations
- For students at the end of a Key Stage the following extra information may be provided;

KS1, KS2, KS3

- A brief commentary;
- Results of teacher assessments;

- Details of any National Curriculum attainment targets;
- Comparative information about the National Curriculum levels of attainment of pupils of the same age in the School, and nationally;

The School may also provide to relevant authorised persons or bodies additional information about pupils on request.

The additional information includes:

- The date the pupil left the School;
- The pupils address;
- The pupils SEN type ranking (if any);
- Whether the pupil is in the ‘gifted and talented’ cohort;
- The number of authorised and unauthorised absences from the total number of sessions held by the School;
- Whether the pupil is taught in an SEN unit or in other resourced provision;

Where a pupil has been excluded the School will only provide the following information:

- The exclusion start date;
- The type of exclusion;
- The reason for the exclusion;
- The number of sessions to which the exclusion applies.

This policy was adopted on

Monday 19th January 2009

Date Reviewed

Tuesday 16th February 2010

Date reviewed

Monday 2nd November 2013