

## Data Protection Policy

### Policy Statement

Horsham Montessori regards the lawful and correct treatment of personal information as very important to the successful and efficient provision of its services. We ensure that our schools treat personal information lawfully and fairly.

### Introduction

The Data Protection Act 1998 came into force on 1 March 2000. It sets out what can and what cannot be done with personal data, i.e. information about living individuals. Horsham Montessori honours its legal obligation to comply with the provisions of this Act.

### The Eight Principles

The Act is based on eight data protection principles:

1. Data must be processed fairly and lawfully;
2. Personal data shall be obtained for one or more specific and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;
4. Personal data shall be accurate and where necessary kept up to date;
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose;
6. Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection 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;
8. Personal data shall not be transferred to a country outside the EEA, 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.

### Confidentiality

To ensure that all those using and working with us can do so with confidence, we respect confidentiality in the following ways:

## Data Protection Policy

- Parents have access to their own children's records but will not be allowed to access information about any other child.
- Teachers will not discuss individual children, other than for purposes of curriculum planning, supporting special educational needs and school management, with people other than the parents or carers of that child.
- Confidential information given by parents to the Principal, Manager or any of the practitioners, will not be passed on to other adults without permission.
- Issues to do with employment of practitioners (whether paid or voluntary) will remain confidential to the people directly involved with making personnel decisions. Information about individual practitioners will not be given out to anyone without the permission of that person, except in a case of Safeguarding & Child Protection issues. Please see our separate policy on the correct handling and safekeeping of DBS certificate information (DBSCP), available to those who wish to see it on request.
- Any anxieties or evidence relating to a child's personal safety, medical needs or status (e.g. HIV or concerns about Child Protection issues) will be kept in a confidential file and will only be available to authorised personnel. If it concerns a Child Protection issue, the proper procedures as outlined by Ofsted will be followed.
- Students participating in training and undertaking observation and other practical tasks with children will be made aware of the need for confidentiality and required to respect our principles and practice. Voluntary workers and other visitors will also be made aware of the importance of confidentiality of information and their responsibility within the school.
- Where individual children are being observed by students for case studies, as part of their course work, direct written permission will be sought from parents, particularly when family background or details will be part of the case study.

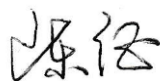
## Data Protection Policy

### Data protection

We are registered with the Data Protection Agency as a company providing education and childcare. Parents have free access to developmental records about their child. In accordance with the Data Protection Act any request for access to personal files that may refer to third parties must be made in writing.

**Review Date: 01 August 2018**

**Signature:**



### Version Control Record: Data Protection Policy

Version Number	Changes Made	Date	Person Responsible
DPP1	Reviewed & updated	01/12/13	Thea Bredie
DPP2	Reviewed & updated	24/01/15	Thea Bredie
DPP3	Reviewed & updated, added ref to policy for DBS information	04/01/16	Thea Bredie
DPP4	Reviewed	17/07/2017	Jason Chen