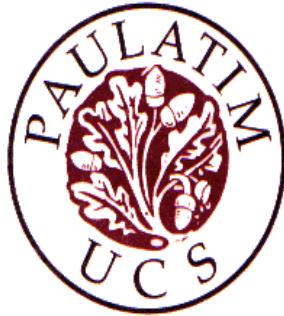


The Phoenix School Data Protection Policy Statement (including EYFS)



The Phoenix School is committed to safeguarding and promoting the welfare of children, along with their protection and expects all staff and volunteers to share this commitment.

In order to function properly as a school, The Phoenix needs to collect and use information about staff, pupils, parents and other individuals who come into the school. Furthermore, The Phoenix is obliged to collect and use personal information to fulfil its obligations to the DfE and other bodies. In whichever way this information is collected and used, The Phoenix is bound by the safeguards that are legally binding in the Data Protection Act, 1998.

School Procedures

Between those employed by the school, and accountable to the Headmistress, it is recognised that the fullest sharing of information between those responsible for the teaching, welfare and care of the pupils leads to the most benefit for the pupils. For example, information about the bereavement of a close family member should be shared by all those likely to come into contact with the pupil in order for appropriate care and support to be established.

All such information should be kept confidential between members of staff within the School and not shared with others.

Access to Information

All staff and other individuals have the right to access information held on computerised or manual records that relates to them.

All pupils or their parents, or where appropriate a person legally acting on a pupil's behalf, have the right to access information held on computerised or manual records that relates to themselves or their child.

For example, parents may be given free access to developmental records about their child (for example, the EYFS Profile). However, a written request must be made for personal files on the children and providers must take into account data protection rules when disclosing records that refer to third parties.

In addition, pupils and their parents, or where appropriate a person legally acting on a pupil's behalf, are also entitled to be given a description of the personal information which makes up the school record, together with details of the purposes for which the information is processed, the sources of the information, and the institutions, organisations, agencies or individuals to which the information may be disclosed.

Further information about the Data Protection Act (1998) can be obtained from the Commissioner's web site (www.dataprotection.gov.uk), requested from an information line (01625 545745), or by post from: The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.