



Westminster

Primary

School

*Nurturing Minds...
Inspiring Excellence*

Data Protection Policy

This policy was reviewed and updated in September 2017.

The next anticipated review date will be September 2018.

- 1 The school will comply with:
 - 1.1 The terms of the Data Protection Act 1998, the Freedom of Information Act 2000 and any other relevant legislation to ensure personal data is treated in a manner that is fair and lawful.
 - 1.2 Birmingham City Council's Children's Services advice and guidance.
 - 1.3 Information and guidance provided by the Information Commissioner's Office and displayed on the ICO's website.

- 2 This policy will be used in conjunction with the school's ***Internet Usage Policy***.

- 3 Data Gathering
 - 3.1 All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
 - 3.2 Only relevant personal data will be collected and the person from whom it is collected will be informed of the data's intended use and any possible disclosures of the information that may be made.

- 4 Data Storage
 - 4.1 Personal data will be stored in a secure and safe manner.
 - 4.2 Electronic data will be protected by robust password and firewall systems.
 - 4.3 Personal passwords must not be disclosed to colleagues, pupils or other persons to enable them to access data.
 - 4.4 Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at the reception hatch.
 - 4.5 Any hard copies of personal data will be stored where the data not accessible to anyone who does not have a legitimate reason to view or process it.
 - 4.6 Particular attention will be paid to the need for security of sensitive personal data.

- 5 Data Checking
 - 5.1 The school will issue regular reminders to staff and parents/carers to ensure that personal data held is up-to-date and accurate.
 - 5.2 Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

- 6 Data Disclosures
 - 6.1 Personal data will only be disclosed to organisations or individuals for whom the consent of the data subject (or that of the parent/carer) has been given for the organisation or individual to receive the data, or to organisations that have demonstrated a legal right to receive the data without consent being given.
 - 6.2 When requests to disclose personal data are received by telephone the recipient must ensure the caller is entitled to receive the data and

that they are who they claim to be. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised. Where doubt remains, no data should be disclosed until it has been established that the person is entitled to receive the data requested.

- 6.3 If someone requests access to their own personal data by telephone the recipient must ensure the caller is entitled to receive the data and that they are who they claim to be. If the person is not known personally, proof of identity should be requested prior to disclose. This may be achieved by asking questions of the caller that only the data subject might be able to answer.
- 6.4 Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, will be politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the pupils are present in class will resolve the problem.)
- 6.5 Personal data will not be used in newsletters, websites or other media without the consent of the data subject (or parent/carer).
- 6.6 Routine consent issues will be incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school.
- 6.7 Personal data will only be disclosed to Police Officers if they are able to supply a properly completed and signed WA170 Police Declaration Form which notifies of a specific, legitimate need to have access to specific personal data. This form is the agreed procedure between Birmingham City Council and West Midlands Police.
- 6.8 A record will be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

7 Subject Access Requests

- 7.1 If the school receives a written request from a data subject to see or receive copies of any or all personal data which the school holds about them this will be treated as a Subject Access Request and the school will respond within the 40 calendar day deadline.
- 7.2 Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40 calendar day time limit.

8 This policy will be made available to staff.

9 Data Protection statements will be included in the school prospectus and on any form that is used to collect personal data.

APPENDIX : ETHNIC MONITORING FORM

ETHNIC MONITORING FORM Page 1

Pupil's Surname _____

First Name _____

CONFIDENTIAL

Date of Birth _____

Male/Female _____

Section 1: Ethnic Origin : Please tick one box which best describes your daughter/son's ethnic group
White
British

<input type="checkbox"/>	WENG	English
<input type="checkbox"/>	WSCO	Scottish
<input type="checkbox"/>	WWEL	Welsh
<input type="checkbox"/>	WOWB	Other White British
<input type="checkbox"/>	WIRI	Irish
<input type="checkbox"/>	WIRT	Traveller of Irish Heritage
<input type="checkbox"/>	WCOR	Cornish
<input type="checkbox"/>	WROM	Gypsy/Roma

Any other White Background

<input type="checkbox"/>	WALB	Albanian
<input type="checkbox"/>	WBOS	Bosnian-Herzegovinian
<input type="checkbox"/>	WCRO	Croatian
<input type="checkbox"/>	WGRK	Greek
<input type="checkbox"/>	WGRC	Greek Cypriot
<input type="checkbox"/>	WITA	Italian
<input type="checkbox"/>	WKOS	Kosovan
<input type="checkbox"/>	WPOR	Portuguese
<input type="checkbox"/>	WSER	Serbian
<input type="checkbox"/>	WTUK	Turkish
<input type="checkbox"/>	WTUC	Turkish Cypriot
<input type="checkbox"/>	WEEU	White Eastern European
<input type="checkbox"/>	WWEU	White Western European
<input type="checkbox"/>	WOTW	White Other

Mixed Dual Background

<input type="checkbox"/>	MWBC	White & Black Caribbean
<input type="checkbox"/>	MWBA	White & Black African

White and Asian

<input type="checkbox"/>	MWAP	White & Pakistani
<input type="checkbox"/>	MWAI	White & Indian
<input type="checkbox"/>	MWAO	White & any other Asian background

Any Other Mixed Background

<input type="checkbox"/>	MAOE	Asian & any other ethnic group
<input type="checkbox"/>	MABL	Asian & Black
<input type="checkbox"/>	MACH	Asian & Chinese
<input type="checkbox"/>	MBOE	Black & any other ethnic group
<input type="checkbox"/>	MBCH	Black & Chinese
<input type="checkbox"/>	MCOE	Chinese & any other ethnic group
<input type="checkbox"/>	MWOE	White & any other ethnic group
<input type="checkbox"/>	MWCH	White & Chinese
<input type="checkbox"/>	MOTM	Mixed any other background

Asian or Asian British

<input type="checkbox"/>	AIND	Indian
<input type="checkbox"/>	ABAN	Bangladeshi

Pakistani

<input type="checkbox"/>	AMPK	Mirpuri Pakistani
<input type="checkbox"/>	AOPK	Other Pakistani
<input type="checkbox"/>	AKPA	Kashmiri Pakistani

Any Other Asian Background

<input type="checkbox"/>	AAFR	African Asian
<input type="checkbox"/>	AKAO	Kashmiri Other
<input type="checkbox"/>	ANEP	Nepali
<input type="checkbox"/>	ASNL	Sri Lankan Sinhalese
<input type="checkbox"/>	ASLT	Sri Lankan Tamil
<input type="checkbox"/>	ASRO	Sri Lankan Other
<input type="checkbox"/>	AOTA	Other Asian

Chinese

<input type="checkbox"/>	CHKC	Hong Kong Chinese
<input type="checkbox"/>	CMAL	Malaysian Chinese
<input type="checkbox"/>	CSNG	Singaporean Chinese
<input type="checkbox"/>	CTWN	Taiwanese
<input type="checkbox"/>	COCH	Other Chinese

Black or Black British

<input type="checkbox"/>	BCRB	Caribbean
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Black African

<input type="checkbox"/>	BANN	Angolan
<input type="checkbox"/>	BCON	Congolese
<input type="checkbox"/>	BGHA	Ghanaian
<input type="checkbox"/>	BNGN	Nigerian
<input type="checkbox"/>	BSLN	Sierra Leonian
<input type="checkbox"/>	BSOM	Somali
<input type="checkbox"/>	BSUD	Sudanese
<input type="checkbox"/>	BAOF	Other Black African

Any Other Black Background

<input type="checkbox"/>	BEUR	Black European
<input type="checkbox"/>	BNAM	Black North American
<input type="checkbox"/>	BOTB	Other Black

 REFU I do not want ethnic origin to be recorded

Any Other Ethnic Group

<input type="checkbox"/>	OAFG	Afghan
<input type="checkbox"/>	OARA	Arab
<input type="checkbox"/>	OEGY	Egyptian
<input type="checkbox"/>	OFIL	Filipino
<input type="checkbox"/>	OIRN	Iranian
<input type="checkbox"/>	OIRQ	Iraqi
<input type="checkbox"/>	OJPN	Japanese
<input type="checkbox"/>	OKOR	Korean
<input type="checkbox"/>	OKRD	Kurdish
<input type="checkbox"/>	OLAM	Latin/South/ Central American
<input type="checkbox"/>	OLEB	Lebanese
<input type="checkbox"/>	OLIB	Libyan
<input type="checkbox"/>	OMAL	Malay
<input type="checkbox"/>	OMRC	Moroccan
<input type="checkbox"/>	OPOL	Polynesian
<input type="checkbox"/>	OTHA	Thai
<input type="checkbox"/>	OVIE	Vietnamese
<input type="checkbox"/>	OYEM	Yemeni
<input type="checkbox"/>	OQEG	Any Other Ethnic Group

ETHNIC MONITORING FORM Page 2

SECTION 2: Religious Affiliation

<input type="checkbox"/>	BUD	Buddhist
<input type="checkbox"/>	CHR	Christian
<input type="checkbox"/>	ROC	Christian - Roman Catholic
<input type="checkbox"/>	HIN	Hindu
<input type="checkbox"/>	JEW	Jewish

<input type="checkbox"/>	MUS	Muslim
<input type="checkbox"/>	NON	No Religion
<input type="checkbox"/>	SIK	Sikh
<input type="checkbox"/>	OTH	Any other (Please describe)

REF Refused

SECTION 3: First/Home Language

Please indicate the main language used in home or the community. Please note the list below is of most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on their system. If your language is not listed below, please tick the 'Any other' box and describe it in space provided.

<input type="checkbox"/>	AFK	Afrikaans	<input type="checkbox"/>	ENG	English	<input type="checkbox"/>	PHR	Pahari (Pakistan)	<input type="checkbox"/>	SWE	Swedish
<input type="checkbox"/>	ALB	Albanian/S hqip	<input type="checkbox"/>	TGLF	Filipino	<input type="checkbox"/>	PNJG	Panjabi (Gurmukhi)	<input type="checkbox"/>	TGLG	Tagalog
<input type="checkbox"/>	ARAI	Arabic (Iraq)	<input type="checkbox"/>	FRN	French	<input type="checkbox"/>	PNJM	Panjabi (M irpuri)	<input type="checkbox"/>	TAM	Tamil
<input type="checkbox"/>	ARAY	Arabic (Yemen)	<input type="checkbox"/>	GER	German	<input type="checkbox"/>	PNJP	Panjabi (P othwari)	<input type="checkbox"/>	TEL	Telugu
<input type="checkbox"/>	ARAA	Arabic (Any Other)	<input type="checkbox"/>	GRE	Greek	<input type="checkbox"/>	PNJA	Panjabi (Any Other)	<input type="checkbox"/>	THA	Thai
<input type="checkbox"/>	BNGS	Bengali (Sylheti)	<input type="checkbox"/>	GUJ	Gujarati	<input type="checkbox"/>	PAT	Pashto/P akhto	<input type="checkbox"/>	TGR	Tigrinya
<input type="checkbox"/>	BNGA	Bengali (Any Other)	<input type="checkbox"/>	HIN	Hindi	<input type="checkbox"/>	PRS	Farsi/Dari/Persian	<input type="checkbox"/>	TUR	Turkish
<input type="checkbox"/>	SCBB	Bosnian	<input type="checkbox"/>	HDK	Hindko	<input type="checkbox"/>	POL	Polish	<input type="checkbox"/>	URD	Urdu
<input type="checkbox"/>	BSL	British Sign Language	<input type="checkbox"/>	HGR	Hungarian	<input type="checkbox"/>	POR	Portuguese	<input type="checkbox"/>	VIE	Vietnamese
<input type="checkbox"/>	CCE	C aribb Creole/Patois	<input type="checkbox"/>	IGB	Igbo	<input type="checkbox"/>	RMN	Romanian	<input type="checkbox"/>	CYM	Welsh/C ymraeg
<input type="checkbox"/>	CHIC	Chinese (Cantonese)	<input type="checkbox"/>	ITA	Italian	<input type="checkbox"/>	RUS	Russian	<input type="checkbox"/>	WOL	Wolof
<input type="checkbox"/>	CHIK	Chinese (Hakka)	<input type="checkbox"/>	KAS	Kashmiri	<input type="checkbox"/>	SAM	Samoan	<input type="checkbox"/>	YOR	Yoruba
<input type="checkbox"/>	CHIM	Chinese (Mandarin)	<input type="checkbox"/>	KOR	Korean	<input type="checkbox"/>	SCB	Serbian	<input type="checkbox"/>	ZUL	Zulu
<input type="checkbox"/>	CHIA	Chinese (Any Other)	<input type="checkbox"/>	KUR	Kurdish	<input type="checkbox"/>	SHO	Shona	<input type="checkbox"/>		Any other (Please describe)
<input type="checkbox"/>	SCBC	Croatian	<input type="checkbox"/>	LIN	Lingala	<input type="checkbox"/>	SLO	Slovak			
<input type="checkbox"/>	CZE	Czech	<input type="checkbox"/>	MLY	Malay/Indonesian	<input type="checkbox"/>	SOM	Somali			
<input type="checkbox"/>	DAN	Danish	<input type="checkbox"/>	MLM	Malayalam	<input type="checkbox"/>	SPA	Spanish			
<input type="checkbox"/>	DUT	Dutch/Flemish	<input type="checkbox"/>	NOR	Norwegian	<input type="checkbox"/>	SWA	Swahili/Kiswahili	<input type="checkbox"/>	REF	Refused

This information is provided by:

Parent
Pupil

Date: _____

Data protection Act 1998: In order to administer your child's progress through the education system, the information that we have on your child may be given to the DFE, LA, other education and employment establishments and also to health and welfare practitioners with whom the child may become associated.