



Art 17: Every child has the right to reliable information from the mass media. In Sperrinview we protect pupils by ensuring that confidentiality is paramount .

Art 23: All pupils in Sperrinview have the right to lead a full and decent life with dignity and independence and to play an active part in the community (RRS team 2015)

Art 28: Every pupil in Sperrinview has the right to an education which will be differentiated to meet their individual needs (RRS team 2015)

Sperrinview Special School

Data Protection Policy

Good information handling provides a range of benefits for our school. It allows us to record pupil progress, incidents and information which will allow for the protection of pupils and staff.

Personal data means data which relates to a living individual that can be identified.

Data Protection

As a school we are legally obliged to look after and protect the information we hold about pupils and staff. Under the data protection act we must,

- Only collect information that is needed for a specific purpose
- Keep it secure
- Ensure it is relevant and up to date
- Only hold as much as we need for as long as we need it
- Allow the subject (person) of the information to see it on request

Good Practice in Managing Pupil Information

All information stored on pupils should be treated with highest levels of confidentiality

All personal data should be locked away at the end of each day i.e

- class planning file
- pupil progress file
- telephone contact lists
- pen drive



- minutes of meetings
- incident reports
- cameras

Personal data regarding pupils should only be sent to other C2K addresses and with permission of the principal

Teachers should ensure they maintain a clear desk policy

Only remove files containing personal information from storage when necessary. These files should be tracked at all times.

Teachers should use encrypted pen-drives to record all information.

Shared documents should not be used to store pupils personal records i.e IEP's reports

Students on placement should never have access to C2K systems

Never leave personal data at a printer

Avoid sending personal information by fax. Where this is necessary, ensure that the recipient is able to collect the information immediately.

Ensure that laptops are stored securely during transportation, in school and at home

Friends and family should not have access to school information on laptops being used at home

IEP's can continue to be displayed on walls as per school policy

Freedom of Information

School records are accessible and considered as personal data.

Data/records which can be accessed include any expression of opinions about the person.

All records should be kept factual and objective



Document reasons for decisions generally - refer to school policies

All diary/ news book extracts are accessible. Make all entries carefully and try to imagine how it may read in court!

Signed: _____ Date: _____