



## Data Protection Policy

### 1. Introduction

This is a statement of Data Protection Policy adopted by Faustyna Polish School Slough.

Faustyna Polish School Slough needs to collect and use certain types of information about people with whom it deals in order to operate and deliver services to pupils, parents and outside organizations. This includes information on current, past and prospective pupils and employees, partners and others with whom we communicate. In addition, we may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of local government and government...

Personal information must be dealt with properly, however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material. There are safeguards to ensure this is in line with the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by Faustyna Polish School Slough as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We will ensure that our organization treats personal information lawfully and correctly.

### 2. Principles

1. To ensure that our organization treats personal information lawfully and correctly, Faustyna Polish School Slough fully endorses and adheres to the Principles of data protection, as set out in the Data Protection Act 1998 and all employees and those associated with the school must adhere to them at all times.

2. Specifically, the Principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Shall be accurate and, where necessary, kept up to date.

- Shall not be kept for any longer than is necessary for that purpose or those purposes.
- Shall be processed in accordance with the rights of data subjects under the Act.

3. Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of or damage to, personal data.

4. Shall not be transferred to a country or territory outside the European Economic Area 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.

### **3. Policy**

Faustyna Polish School Slough will, through appropriate management, and strict application of criteria and controls:

- Observe fully conditions about the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.
- Ensure the quality of information used.
- Apply checks to determine the length of time information is held.
- Ensure that the rights of people about whom information is held can be fully exercised under the Act. These include: the right to be informed that processing is being undertaken; the right of access to one's personal information within the statutory 40 days; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is wrong.
- Take appropriate technical and organizational security measures to safeguard personal information.
- Ensure that personal information is not transferred outside the European Economic Area without suitable safeguards.

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