



NANPANTAN HALL
Nurture Centre

FREEDOM OF INFORMATION
& DATA PROTECTION POLICY

FREEDOM OF INFORMATION & DATA PROTECTION

POLICY

POLICY REVIEW STATEMENT

This policy will be reviewed Bi-annually or earlier should legislative change or other event require it.

SIGNED:.....

POSITION: DIRECTOR

DATE: 1st August 2023

REVIEW DATE: 1st August 2025

FOR & ON BEHALF OF SERENITY EDUCATION



Nanpantan Hall Nurture Centre

FREEDOM OF INFORMATION AND DATA PROTECTION POLICY

POLICY SUMMARY

Nanpantan Hall Nurture Centre is committed to full compliance with the Data Protection Act 1998 and recognises in full the rights and obligations established by the Act in relation to the management and processing of personal data. This policy sets out what the Learning Centre does in practice to meet its data protection obligations.

Information about Nanpantan Hall Nurture Centre Data Protection policy can be obtained from the Head teacher.

THE DATA PROTECTION ACT - INTRODUCTION

The Data Protection Act contains 8 principles. These state that all data must be:

- Processed fairly and lawfully
- Obtained and used only for specified and lawful purposes
- Adequate, relevant and not excessive
- Accurate, and where necessary, kept up to date
- Kept for no longer than necessary
- Processed in accordance with the individuals rights (as defined)
- Kept secure
- Transferred only to countries that offer adequate data protection.

Nanpantan Hall Nurture Centre holds information on students in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, amongst other things, that the data held about students must only be used for specific purposes allowed by law.

The Nurture Centre holds information on students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the Nurture Centre as a whole is doing. This information includes contact details, National Curriculum assessment results (where appropriate), attendance information; and individual, personal characteristics such as ethnic group, special educational needs and any relevant medical information.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If a student wishes to access their personal data, or their parent wishes to do so on their behalf, this can be done through a 'subject access request'. This is a formal procedure which is started in the first instance by contacting the Nurture Centre. If it is believed that the LA or DfE hold personal data then the data protection officer for these organisations should be contacted to initiate a 'subject access request' process.

To find out more information about how the LA and DfE store and use personal information, please go to the following websites:

http://www.leics.gov.uk/index/your_council/council_publications/data_protection.htm

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

Please note that all rights under the Data Protection Act to do with information about a child rest with the child themselves, as soon as they are old enough to understand these rights. This will vary from one child to another and parents will wish to consider the position for their own child,

Nanpantan Hall Nurture Centre

but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12.

POLICY ON THE RETENTION OF STUDENT RECORDS AND ASSOCIATED REFERENCES

1. Nanpantan Hall Nurture Centre has student data which it uses for pastoral and academic purposes and for the purpose of writing fair references on students. Data held on students is passed to other agencies where required by law, or permitted by it, in accordance with the Fair Processing Notice sent to all parents and students.
2. Data covering academic achievement and personal qualities needs to be retained for the purposes of writing fair references on students in the future when relevant pastoral staff with personal knowledge of a student may well have left the employment of the Nurture Centre. References may be asked for a number of years after a student has left and the Learning Centre is faced either with the choice of refusing a reference on the grounds that no records exist or keeping appropriate records.
3. Data to be kept will be:
 - The results of examinations
 - The general school reference written in the last year.
 - No other data will be retained.
4. Requests for references will be met from this data and accompanied by the following disclaimer:

Name_____ about whom you have asked was a student at Nanpantan Hall Nurture Centre from _____ to _____. The reference enclosed was believed, when written, to be a fair description of him/her. It is important to say, however, that she/he may have changed in a number of ways since leaving Nanpantan Hall Nurture Centre, and a more recent reference may be more reliable for recruitment purposes.
5. References will be retained for a period of ten years after which it will be assumed that they will have little validity. Enquirers will be told that the Learning Centre does not believe that a reference written after such a length of time would be fair or helpful.
6. Student level data of performance at accredited courses and associated value-added material will be retained for a minimum of ten years in order to assist with longitudinal study of performance.

Where data is held it may be passed on to various named authorities and for purposes specified in the Data Protection Act.

When passing such information e.g. name, address, date of birth etc. for any other than educational purposes, then a record must be made and given to the Head teacher, who will keep it in a Disclosure Folder. If information is passed to the police a note should be received stating a request for this information for the purpose of investigating crime.

Note: Educational purposes includes all those named in the Fair Processing Notice sent to parents, including other schools, examination boards, and careers services.