



The Federation of The Downs & Northbourne Church of England Primary Schools



Information Data Policy

School Mission Statement Federation of The Downs and Northbourne CEP Schools

Our mission is to create a school in which every member feels valued, irrespective of their race, gender or disability and where the development of the whole child is paramount.

We expect high standards from all, and try to provide the maximum opportunities for every member to fulfil their individual potential. Our Christian ethos encompasses tolerance and cultural diversity which will enable us to embrace the challenges of our world.

We strive to make our learning and working environment a safe, but vibrant and stimulating place from which children can begin their journey of lifelong learning.

Our values underpin our entire school curriculum.

Last Review Date:	Next Review Date:			
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**THE DOWNS CEP SCHOOL
INFORMATION DATA POLICY**

The Downs CEP School is registered with the Information Commission, registration number **Z6838443**.

We therefore comply with the necessary regulations for the purposes of our business activities. This includes the use of CCTV on these premises.

All administration computers have passwords which are regularly changed to protect the information held. Only the Senior Management Team and the Administration Secretary have access to the personal details of both staff and children. The Administration Secretary, Bursar and Headteacher only have access to the financial records etc held on the computer.

Paper personnel files are locked, with only the Headteacher and Administration Secretary having access. All staff have e-mail addresses, the passwords are not known by anyone other than themselves. Use of e-mail is restricted to its use for professional purposes only. All requests for data, are refused unless they comply with the regulations for transfer of information between schools, L.E.A., outside agencies (i.e. Police, Social Services, Health Authority), DfES and associated agencies.

Any breaches of this protocol will be dealt with by the Headteacher (or appropriate panel of the Governing Body) under disciplinary procedures.

