

**Christ Church CE School
Security Statement
Autumn 2016**



Christ Church
CE Primary School
Regents Park
NW1 4BD

Christ Church C of E Primary School
Security Statement

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Mission Statement

The Christian Faith is at the heart of our school community. At Christ Church we care for each other and learn together.

Christ Church is a small, caring school which is committed to a broad, balanced curriculum and to a continual raising of standards. We aim to contribute to the spiritual, moral, cultural, mental and physical needs of every individual.

We are a Church of England school, with a strong commitment to the teaching of Christianity whilst supporting a multi-faith approach to the curriculum. We recognise, value and celebrate the rich cultural diversity that exists in our school.

The Christian ethos of the school is reflected in our positive, disciplined and calm atmosphere. We believe that effective learning takes place when children work in a purposeful and stimulating environment that supports a wide range of learning styles. Mutual respect between adults and children promotes excellent behaviour and well developed social skills. With this approach we seek to achieve high academic standards.

We aim to cater for each individual, taking particular account of any specific needs or abilities. We endeavour to ensure that all our children fulfil their potential and, within this context, we emphasise health and safety, enjoyment and achievement and the beginnings of responsibility for themselves and others. These skills will be carried forward to the next phase of education and throughout life.

The whole school community is committed to a collective responsibility for the implementation of the values inherent in this statement.

Our School Aims - Every Child Matters

The Ethos of the School

The school aims to provide a positive, disciplined, purposeful environment, within a Christian context. We aim to teach children to be caring, to exhibit good behaviour and appropriate social skills and to begin to take responsibility for themselves and others.

The Values of the School

The School aims to value every child and to contribute to the Spiritual, Moral, Cultural, Mental and Physical well being of our whole school community. We value the diversity of our community and we aim to promote the health and safety of everyone.

The Standards of the School

The School aims to teach a balanced Curriculum and to ensure that each child fulfils his or her potential. We aim to provide teaching and learning of a high standard. We believe that this is achieved when pupils are highly motivated, enjoy coming to school, and are appropriately challenged.

Christ Church C of E Primary School

Security Statement

Date of policy: Autumn 2016

Review date: Autumn 2018

1. Scope

- 1.1 The Data Protection Act 1998 is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data. This policy does not seek to re write the legislation, rather to familiarise individuals with the key provisions and to demonstrate that **Christ Church Primary School** has a commitment to them.
- 1.2 This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the Data Protection Act. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.
- 1.3 This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the school from time to time. Any failures to follow the policy may result in disciplinary proceedings.
- 1.4 The school processes a large amount of personal data such as staff records, names and addresses of those requesting prospectuses, examination marks, references, fee collection etc. In addition, the school may be required by law to collect and use certain types of information to comply with statutory obligations of the local authority, government agencies or other bodies.
- 1.5 Personal data is any information which relates to a living individual who can be identified from that data either by itself or alongside any other information we hold (for example, name, address, date of birth, National Insurance number, bank account details etc) and it also includes any expression of opinion about that individual and any indication of any intentions we have in respect of that individual. Personal data can also be held visually or as sound recordings (e.g. this includes but is not limited to

CCTV recordings, photographs, video clips, smart / mobile phones, tablets, cameras and other portable media devices).

2. School Responsibilities

2.1 As per the Data Protection Act 1998 and as corporate body, the school is the Data Controller of the personal data it processes and Governors are therefore ultimately responsible for ensuring the school's compliance, however designated officers will deal with day to day matters.

2.2 **Christ Church Primary School** will ensure that all personal data is accessible only to those who have a valid reason for using it and not disclosed to any unauthorised third parties. Any member of staff, parent or other individual who considers that the policy has not been followed in respect of personal data should raise the matter with the appropriate designated officer.

2.3 The School has **2** designated officers and they are

Paula Aitcheson-Walker - Headteacher

Jean Smith - Administrative Officer

2.4 In addition the school will put in place appropriate measures for the deletion of personal data. Manual records will be shredded or disposed of as '*confidential waste*', CDs / DVDs / Disks should be cut into pieces, Audio / Video Tapes and (where applicable) Fax rolls should be dismantled / shredded. Hard drives of redundant PCs will be wiped clean before disposal, or, if that is not possible, destroyed physically.

2.5 Appropriate contract terms will be put in place with any third parties undertaking this work on the school's behalf.

2.6 The Freedom of Information Act 2000 requires that a log should be kept of the records destroyed and who authorised their destruction.

3. Staff Responsibilities

3.1 All members of staff are responsible for ensuring that:-

- 3.1.1 Any personal data which they hold is kept securely.
 - 3.1.2 Any information provided to the school in connection with their employment is accurate and up to date including informing of any changes to information which has been provided (for example changes of address) or any errors spotted.
 - 3.1.3 Personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party. (Unauthorised disclosure may result in disciplinary proceedings)
 - 3.1.4 Any personal data held about other people or collected as part of their responsibilities (for example opinions on reports, references, marks, details of personal circumstances) is kept securely.
 - 3.1.5 Personal data that is written, printed or in electronic format held on an unencrypted disk, USB / portable data transfer device or other removable storage media should be kept in a locked filing cabinet, locked drawer, safe or in a lockable room with key-controlled access. Records containing personal data must never be left where unauthorised personnel can read or gain access to them.
 - 3.1.6 Personal data that is computerised should be coded, encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up.
 - 3.1.7 Computer screens, terminals, CCTV camera screens or any Visual Display Unit (VDU) that shows personal data should be placed so that they are not visible except to authorised staff. PC screens will not be left unattended without a password protected screen saver being used.
- 3.2 This policy also applies to staff and pupils who process personal data 'off-site' (for example when working at home). Staff are still responsible in such circumstances and additional care must be taken regarding the security of the data. Any personal data, in any format, will not be taken off the school premises without approval of **Paula Aitcheson-Walker - Headteacher**.
 - 3.3 Under the Data Protection Act 1998 any employee may be personally liable in a court of law for unauthorised disclosure of personal data.

3.4 It is also a criminal offence to gain access to unauthorised information on a computer system under the Computer Misuse Act 1990.

4. Closed Circuit Television

Christ Church School does not use CCTV on its grounds.