

# Sheringham Woodfields School

Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND

JAMES STANBROOK  
Head Teacher

Telephone: 01263 820 520

Fax: 01263 820 521

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)

STEVE THURLOW

Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

Chair of Governors

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## DATA PROTECTION POLICY

Approved by SMT: 24 <sup>th</sup> September 2021	Approved by Staff: 1 <sup>st</sup> October 2021	Approved by Governors: 6 <sup>th</sup> October 2021
Next Review date: Autumn 2023	Person(s) responsible for review: SLT	

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 (DPA2018), the United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the aforementioned legislation. Where data is processed by a controller or processor established in the European Union or comprises the data of people in the European Union, it also includes the EU General Data Protection Regulation (EU GDPR). This includes any replacement legislation coming into effect from time to time.

This policy includes data retention arrangements, subject access requests and staff ICT usage/security arrangements. Given the nature of the school we do not feel it appropriate to ask pupils to sign an ICT usage/acceptance form. Instead they follow the schools E-Safety policy.

### Contents:

[Policy](#)

[Appendix A - Retention of Records](#)

[Appendix B - Staff ICT Usage Agreement](#)

[Staff Privacy Notice](#)

[Pupil Privacy Notice](#)

[Staff Consents](#)

[Pupil Consents](#)

[Staff Leaver Form](#)

### 1. Aims

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the Data Protection Act 2018 and General Data Protection Regulations.

This policy applies to all data, regardless of whether it is in paper or electronic format.

### 2. Legislation and guidance

This policy meets the requirements of the Data Protection Act 2018, and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education.

It also takes into account the expected provisions of the General Data Protection Regulation, which is new legislation in place.

In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record.

### 3. Definitions

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Sensitive personal data	Data such as: <ul style="list-style-type: none"><li>• Contact details</li><li>• Racial or ethnic origin</li><li>• Political opinions</li><li>• Religious beliefs, or beliefs of a similar nature</li><li>• Where a person is a member of a trade union</li><li>• Physical and mental health</li><li>• Sexual orientation</li><li>• Whether a person has committed, or is alleged to have committed, an offence</li><li>• Criminal convictions</li></ul>
Processing	Obtaining, recording or holding data

<b>Data subject</b>	The person whose personal data is held or processed
<b>Data controller</b>	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
<b>Data processor</b>	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

#### **4. The data controller**

Our school processes personal information relating to pupils, staff and visitors, and, therefore, is a data controller. The Governing Body and the Head Teacher are jointly responsible for this role.

The school is registered as a data controller with the Information Commissioner's Office and renews this registration annually.

#### **5. Data protection principles**

The Data Protection Act 2018 is based on the following data protection principles, or rules for good data handling:

- Data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be relevant and not excessive in relation to the purpose(s) for which it is processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be kept for longer than is necessary for the purpose(s) for which it is processed
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 2018
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of, or damage to, personal data
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data in relation to the processing of personal data

#### **6. Roles and responsibilities**

The governing board has overall responsibility for ensuring that the school complies with its obligations under the Data Protection Act 2018.

Day-to-day responsibilities rest with the headteacher, or the School Business Manager in the headteacher's absence. The headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy. Staff must also inform the school of any changes to their personal data, such as a change of address.

The Data Protection Officer for the school can be contacted as follows:

**Name:** Matt Spall (DPO Centre)  
**Tel:** 01263 820520  
**Email:** dpo@sheringhamwoodfields.norfolk.sch.uk

## **7. Privacy/fair processing notice**

### **7.1 Pupils and parents**

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational needs
- Exclusion information
- Details of any medical conditions
- Details of any Safeguarding concerns
- Details of any Behaviour(s) seen within school

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of this policy.

Once our pupils reach the age of 13, we are legally required to pass on certain information to Norfolk County Council, which has responsibilities in relation to the education or training of 13-19 year-olds. Parents, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to Norfolk County Council by informing the School Business Manager.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

### **7.2 Staff**

We process data relating to those we employ to work at, or otherwise engage to work at, our school. The purpose of processing this data is to assist in the running of the school, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body

Staff personal data includes, but is not limited to, information such as:

- Contact details
- National Insurance numbers
- Salary information
- Qualifications
- Absence data
- Personal characteristics, including ethnic groups
- Medical information
- Outcomes of any disciplinary procedures

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about staff with third parties without consent unless the law allows us to.

We are required, by law, to pass certain information about staff to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

Any staff member wishing to see a copy of information about them that the school holds should contact the School Business Manager.

## **8. Subject access requests**

Under the Data Protection Act 2018, all stakeholders have a right to request access to information the school holds about them. This is known as a subject access request.

Subject access requests must be submitted in writing, either by letter, email or fax. Requests should include:

- The subject's name
- A correspondence address
- A contact number and email address
- Details about the information requested

Alternatively, a request can be made verbally in person or over the phone. If over the phone, verification of identity will still be required.

The school will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the pupil or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

Subject access requests for all or part of the pupil's educational record will be provided within 15 school days. The school may need to make a charge in connection with the cost of delivering said papers.

If a subject access request does not relate to the educational record, we will respond within 30 calendar days.

If you are unable to make this request in writing, please call the school on 01263 820520 and ask to speak to the Business Manager.

Proof of your identification will be needed for the subject access request to be actioned.

## **9. Parental requests to see the educational record**

Parents have the right of access to their child's educational record, free of charge, within 15 school days of a request.

Personal data about a child belongs to that child, and not the child's parents. This is the case even where a child is too young to understand the implications of subject access rights.

For a parent to make a subject access request, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 13 and above as mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents of pupils at our school may be granted without the express permission of the pupil.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents of pupils at our school may not be granted without the express permission of the pupil.

If parents ask for copies of information, they will be required to pay the cost of making the copies.

## **10. Storage of records**

- Paper-based records and portable electronic devices, such as laptops and hard drives, that contain personal information are kept under lock and key when not in use. All school provided laptops/devices will be encrypted.
- Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access
- Where personal information needs to be taken off site (in paper or electronic form), staff must sign it in and out from the school office and use one of the schools secure rucksacks.
- Passwords must be least 8 characters long containing letters and numbers (including upper case letters) are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Encryption software is used to protect all portable devices and removable media, such as laptops
- Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures for school-owned equipment
- USB data/flash drives must not be used.

- Home/School diaries will be used to enable communication to take place between both school and home. Consent will be obtained to enable this to happen.

### **11. Disposal of records**

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. Please see Appendix A which details out the school retention of records policy.

For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

### **12. Training**

Our staff and governors are provided with data protection training as part of their induction process and via our e-learning suite of training.

Data protection will also form part of continuing professional development, where changes to legislation or the school's processes make it necessary.

### **13. The General Data Protection Regulation**

We acknowledge that the law is changing on the rights of data subjects and that the General Data Protection Regulation.

We will continue to review working practices and provide training to members of staff and governors where appropriate.

### **14. ICT Systems within the school**

The school understands that ICT plays a very important part in the efficient running of the school. The school will:

- Provide devices for your sole use while you are a permanent full-time or part-time teacher at the school.
- Ensure devices are set up to enable you to connect to, and make effective use of, the school network.
- Ensure the relevant persons, such as the ICT Manager, have installed the necessary security measures on any school-owned device before your use - including, but not limited to, the following:
  - ✓ Firewalls
  - ✓ Malware protection
  - ✓ User privileges
  - ✓ Filtering systems
  - ✓ Password protection and encryption
  - ✓ Mail security technology
  - ✓ Tracking technology
  - ✓ Data encryption of all data stored on the school network

Ensure that all devices undergo the following regular checks and updates by the ICT Manager:

- ✓ Termly updates to malware protection
- ✓ Termly software updates
- ✓ Annual password re-set requirements
- ✓ Termly checks to detect any unchanged default passwords
- ✓ Malware scans in line with specific requirements



- Plan and manage the integration of devices into the school environment, and provide the professional development required to enable you to use the devices safely and effectively.
- When required, expect you to pay an excess for accidental damage or loss repair/replacement costs, where loss or damage is a result of your own negligence.

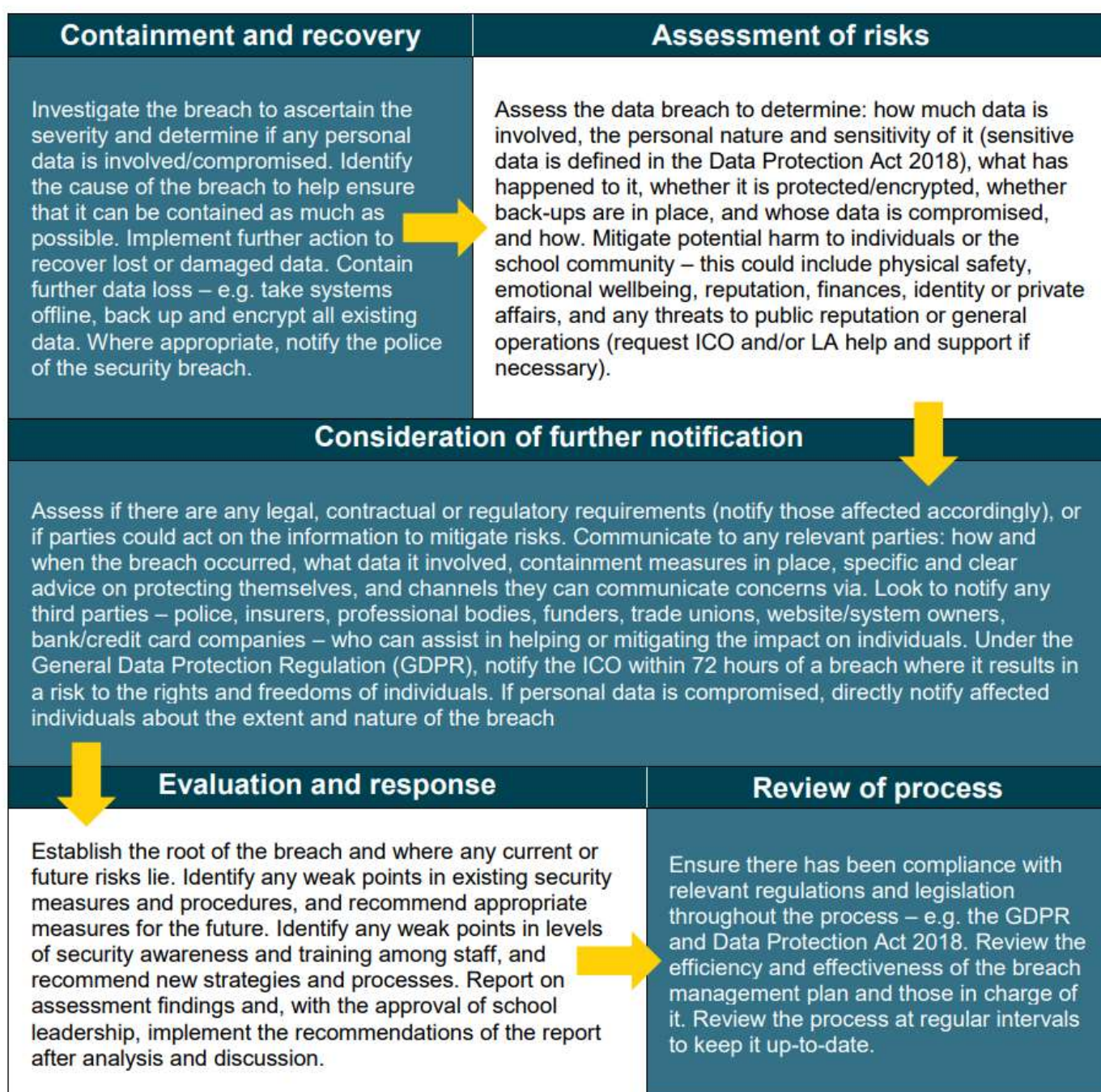
## 15. Data breaches

It is hoped that with the robust systems in place, Data Breaches will be minimal, however the school understands that it has a duty of care to be able to record and respond to said breaches promptly.

All data breaches must be reported within 24 hours via the online form - <http://w.pfrms.co/e4ru4>

The form feeds directly into the schools data breach log which only key members of staff have access to. All submissions will automatically go to the schools appointed DPO.

Below is the process the school and DPO will then take with regards to recorded breaches





## **16. Monitoring arrangements**

The Senior Leadership Team are responsible for monitoring and reviewing this policy.

The School Business Manager checks that the school complies with this policy by, among other things, reviewing school records annually.

This document will be reviewed when the General Data Protection Regulation comes into force, and then every 2 years.

At every review, the policy will be shared with staff and the governing board.

## **17. Further reading**

This policy should be read in conjunction with the following school based policies and documents:

- Safeguarding Policy
- Staff Handbook
- Mobile Phone Policy
- E-Safety Policy
- Personal Use of School Equipment Policy

## Appendix A

### Retention of Records Policy

This policy relates to both paper and electronic records across the school

Electronic records include:

- Files on the server
- Scholar Pack
- Tapestry and SPAT/SPT
- Pro-Forms

6.1 Governors					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Minutes					
<ul style="list-style-type: none"> <li>• <i>Principal set (signed)</i></li> </ul>	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives (could include archiving via GovernorHub)
<ul style="list-style-type: none"> <li>• <i>Inspection copies</i></li> </ul>	No		Date of meeting + 3 years	DESTROY [If these minutes contain any sensitive personal information they should be shredded]	
Agendas	No		Date of meeting	DESTROY	
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives (could include archiving via GovernorHub)
Instruments of Government	No		Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
Action Plans	No		Date of action plan + 3 years	DESTROY	
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives

6.1 Governors					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints	
Annual Reports required by the Department for Education and Skills	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years		Transfer to Archives
Proposals for schools to change its registration / type	No		Current year + 3 years		Transfer to Archives

6.2 Management					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Minutes of the Senior Management Team and other internal administrative bodies	Yes <sup>1</sup>		Date of meeting + 5 years	Retain in the school for 5 years from meeting	Transfer to Archives
Reports made by the head teacher or the SLT	Yes <sup>1</sup>		Date of report + 3 years	Retain in the school for 3 years from meeting	Transfer to Archives
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes <sup>1</sup>		Closure of file + 6 years	DESTROY If these records contain sensitive information they should be shredded	
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY If these records contain sensitive information they should be shredded	

6.2 Management					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Professional development plans	Yes		Closure + 6 years	SHRED	
School development plans	No		Closure + 6 years	Review	Offer to the Archives

6.3 Pupils					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Admission Registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.	Transfer to the Archives
Attendance registers	Yes		Date of register + 3 years	DESTROY (including any electronic records)	
Pupil files	Yes				
<ul style="list-style-type: none"> <li>Primary</li> </ul>			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the LA Attendance Team	
<ul style="list-style-type: none"> <li>Secondary</li> </ul>			DOB of the pupil + 30 years <sup>1</sup>	SHRED	
Special Educational Needs files, reviews and SandI plans	Yes		DOB of the pupil + 30 year <sup>2</sup>	SHRED	
Letters authorising absence	No		Date of absence + 2 years	SHRED	
Absence records / diary	No		Current year + 6 years	SHRED	
Examination results	Yes				

<sup>1</sup> As above

<sup>2</sup> As above

6.3 Pupils					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
• <i>Public</i>	No		Year of examinations + 6 years	DESTROY	Any certificates left unclaimed should be returned to the appropriate Examination Board
• <i>Internal examination results</i>	Yes		Current year + 5 years <sup>3</sup>	DESTROY	
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY	
Statement maintained under The Education Act 1996 - Section 324 or EHCP	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending	
Proposed statement or amended statement / proposed EHCP or amended EHCP	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending	
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending	
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending	
Children SEN Files	Yes		Closure + 30 years	DESTROY unless legal action is pending	
Bio-metric eye gaze related data	Yes	Special Educational Needs and Disability Act 2001 Section 1	Delete profiles within 10 days of a pupil leaving the school	DESTROY	

<sup>3</sup> If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

6.3 Pupils					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Home/School diaries	Yes		To be destroyed within 1 term of pupil leaving the school OR to be given to the family to keep	DESTROY via SHREDDING	

6.4 Curriculum					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Curriculum development	No		Current year + 6 years	DESTROY	
Curriculum returns	No		Current year + 3 years	DESTROY	
School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY	
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY	
Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY	
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY	
Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY	
Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY	
Examination results	Yes		Current year + 6 years	DESTROY [These records should be shredded]	

6.5 Personnel				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED
Staff Personal files	Yes		Termination + 6 years	SHRED
Interview notes and recruitment records (successful candidates) including warner interview notes where applicable	Yes		Termination + 6 years	SHRED
Interview notes and recruitment records (unsuccessful candidates) including warner interview notes where applicable	Yes		Interview date + 6 months	SHRED
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	SHRED by a DSL if not required to meet Ofsted requirements
Disciplinary proceedings:	Yes		<b>Please note that all these retention periods where the warning relates to child protection issues may change in light of any recommendations made by the Richard Inquiry.</b>	
• Professional Advice and Guidance			Termination + 6 years	SHRED If this is placed on a personal file, it must be weeded from the file.
• Oral warning			Date of warning + 6 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• written warning - level one			Date of warning + 6 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• written warning - level two			Date of warning + 12 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• final warning			Date of warning + 18 months	SHRED If this is placed on a personal file, it must be weeded from the file.
• case not found			DESTROY immediately at the conclusion of the case	
Records relating to accident/injury at work (OSHENS)	Yes		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied



## 6.5 Personnel

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual appraisal/assessment records	No		Current year + 5 years	SHRED
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year +3 years	SHRED
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SHRED
Name, Role and Photo related information used to produce door access pass (swipe)	Yes		Delete within 10 days of the member of staff leaving the school	DESTROY physical card DELETE e-record

## 6.5 Health and Safety

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		

6.5 Health and Safety					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
• Adults	Yes		Current year + 3 years	SHRED	
• Children	Yes		DOB + 30 years <sup>4</sup>	SHRED	
COSHH			Current year + 10 years	Review	
Incident reports	Yes		Current year + 20 years	SHRED	
Risk Assessments			Current year + 3 years	DESTROY	
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>			Last action + 40 years	DESTROY	
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>			Last action + 50 years	DESTROY	
Fire Precautions log books			Current year + 6 years	DESTROY	

6.6 Administrative					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Employer's Liability certificate			Permanent whilst the school is open	DESTROY once the school has closed	
Inventories of equipment and furniture			Current year + 6 years	DESTROY	
General file series			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives

<sup>4</sup> A child may make a claim for negligence for 7 years from their 18<sup>th</sup> birthday. To ensure that all records are kept until the pupil reaches the age of 30 this retention period has been applied.

6.6 Administrative					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
School brochure/prospectus			Current year + 3 years		Transfer to Archives
Circulars (staff/parents/pupils)			Current year + 1 year	DESTROY	
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives
Visitors' book			Current year + 2 years	Review to see whether a further retention period is required	Transfer to Archives
PTA/Friends of SWS			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives

6.7 Finance					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Annual Accounts		Financial Regulations	Current year + 6 years		Offer to the Archives
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives
Contracts					
• under seal			Contract completion date + 12 years	SHRED	
• under signature			Contract completion date + 6 years	SHRED	
• monitoring records			Current year + 2 years	SHRED	
Copy orders			Current year + 2 years	SHRED	
Budget reports, budget monitoring etc			Current year + 3 years	SHRED	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
Annual Budget and background papers			Current year + 6 years	SHRED	

## 6.7 Finance

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Order books and requisitions			Current year + 6 years	SHRED	
Delivery Documentation			Current year + 6 years	SHRED	
Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED	
School Fund - Cheque books			Current year + 3 years	SHRED	
School Fund - Paying in books			Current year + 6 years	SHRED	
School Fund - Invoices			Current year + 6 years	SHRED	
School Fund - Receipts			Current year + 6 years	SHRED	
School Fund - Bank statements			Current year + 6 years	SHRED	
Applications for FSM, UFSM, travel, uniforms, 16-19 Bursary etc			Whilst child at school	SHRED	
Free school meals registers (if operational)	Yes	Financial Regulations	Current year + 6 years	SHRED	
Petty cash records		Financial Regulations	Current year + 6 years	SHRED	

## 6.8 Property

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Title Deeds			Permanent	These should follow the property	Offer to Archives
Plans			Permanent	Retain in school whilst operational then	Offer to Archives
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY	
Leases			Expiry of lease + 6 years	DESTROY	
Lettings			Current year + 3 years	DESTROY	
Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	
Maintenance log books			Last entry + 10 years	DESTROY	
Contractors' Reports			Current year + 6 years	DESTROY	

## 6.9 LA

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Secondary transfer information	Yes		Current year + 2 years	SHRED	
Attendance returns	Yes		Current year + 1 year	DESTROY	
Circulars from LEA			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives
CME1 forms	Yes		Date of leaving until the child reaches 30		

## 6.10 DfE

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
HMI reports			These do not need to be kept any longer		Transfer to Archives
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives
Returns			Current year + 6 years	DESTROY	
Circulars from DfE			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives

## 6.11 Careers related

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Service level agreements			Until superseded	SHRED	
Work Experience agreements			DOB of child + 30 years	SHRED	

## 6.12 School Meals

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Dinner Registers			Current year + 3 years	SHRED	

6.12 School Meals					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
School Meals Summary Sheets			Current year + 3 years	SHRED	
School Dinner Weekly banking reports			Current year + 6 years	SHRED	

### *Sheringham Woodfields School Staff – Acceptable ICT Use Agreement*

To ensure that staff are fully aware of their responsibilities with respect to ICT use, they are asked to sign this acceptable use agreement.

- I understand that ICT Equipment and files are the property of the school and agree that my use must be compatible with my professional role.
- I understand that the school ICT systems may not be used for private purposes, without specific permission from the Head Teacher.
- I understand that use for personal financial gain, gambling, political purposes or advertising is not permitted.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDA's, digital cameras, email and social networking. I understand that I must not use my own personal equipment (i.e. camera, phone, recording equipment) within school to record / take photos without prior permission from the Head Teacher.
- I will respect ICT system security and understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will not install any software or hardware without permission as the school needs to ensure GDPR compliance as well as network safety/compatibility.
- I will never disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system. Guest logins are available for visitors to use. Siblings must obtain a guest login if you wish them to use the computer network. Obtained via ICT Manager.
- I will take all reasonable precautions to secure data or equipment taken off the school premises.
- I will report any incidents of concern to the school Designated Safeguarding Lead (DSL) or e-safety Coordinator as appropriate. These are logged.
- I will ensure that all electronic communications are compatible with my professional role and cannot be misinterpreted. I understand that I will not interact with current pupils (those who attend the school) on social networking sites.
- I will promote safe use of ICT with the students that I work with and will help them to develop a responsible attitude to ICT use.
- I will respect copyright and intellectual property rights.
- Immediately report any viruses or reduced functionality following a download or access to a site, to the e-safety officer.
- I understand that electronic files (pictures, recordings, video) involving/including pupils **must never** be taken off site and used for private use (such as uploading onto social networking sites). Electronic files must not be shared with other parents/carers/visitors. These files are the property of the school.
- I will comply with the school's confidentiality policy with respect to electronic communications in terms of social networking, personal emails and text messages.
- Staff will not communicate personal details relating to school, staff, pupils, classes or events that have taken place via any form of electronic communication (as detailed above). Under no circumstances will pupils/staff names, initials or any other descriptor that could identify a child/staff member be used.
- I will not use memory cards (in cameras) as a long term storage option for photos. I will move photos onto the photo server weekly and delete photos from camera's. All portable devices to be stored in classrooms at the end of each day. No device will be taken off school without prior consent/permission from a member of the Senior Leadership Team.
- I will ensure all information obtained in connection with the school is securely stored. If any information / ICT hardware is lost or misplaced I will report this to the Business Manager as soon as possible. Files and folders need



to saved/stored in the correct location on the server. Staff are not to duplicate data and store them within their own network folders/drives.

- Computers and devices must be 'locked' or logged out when not in use. All computers and devices are to be turned off at the end of each working day.
- All staff will use ICT in accordance with the schools Data Protection policy.
- I will make arrangements to return devices and passcode to the ICT Manager if my employment ends or if I am away from the school for more than two weeks.
- Data will not be printed from Pro Forms / Scholar Pack / SPAT unless it is essential to carry out your duty.
- If I resign/leave our employment I will not attempt to access school based systems after my official leaving date (emails, SPAT, Pro Forms, Remote Server etc).
- Emotional outburst sent through electronic mail (email) about any person educated, employed or linked to the school is expressly forbidden.
- Documents containing personal identifiable information (PII) will not be attached to emails whenever possible and instead a secure solution such as Google Docs will be used to share links to files/folders.
- Never transmit any form of PII via email / text / secure transfer without first securing approval from a member of the leadership team.
- When receiving PII and other sensitive information via email, this should be transferred immediately (immediately defined as the point at which you open and read said email) into the necessary school system (i.e. printed out for a pupil file, passed onto the office/SLT, transferred onto the server etc). Said email should then be permanently deleted from your email account.
- Emails should only be kept for a period of time deemed appropriate. As a generic rule of thumb, emails in your inbox should be cleansed/reviewed at least every 45 days.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

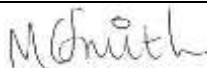
Insurance cover provides protection from the standard risks whilst the device is on the school premises or in your home but excludes theft from your car or other establishments. Should you leave the device unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your insurance company or pay yourself.

Failure to agree to, or abide by, these terms will lead to the device being returned to the school and serious breaches may result in disciplinary action.

**Approved by member of staff:**

<b>Signed:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**Approved by the school**

<b>Signed:</b>	
<b>Print name:</b>	<b>MR MATTHEW C SMITH</b>
<b>Date:</b>	

# **Sheringham Woodfields School**

## **Privacy Notices (How we use staff/employee information)**

### **Who processes your information?**

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, James Stanbrook, can be contacted on 01263 820520 or [head@sheringhamwoodfields.norfolk.sch.uk](mailto:head@sheringhamwoodfields.norfolk.sch.uk).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### **Why do we need your information?**

Sheringham Woodfields School has the legal right to collect information for the contract of employment. We may also have a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school.

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

We will also seek consent for the processing of certain data.

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

#### *Employment checks:*

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Sheringham Woodfields School.
- Employees found to be working illegally could face prosecution by law enforcement officers.
- Full DBS checks are needed to ensure employment can commence

#### *Salary requirements:*

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

The school also collects special categories of data (medical data, religious beliefs, ethnicity etc) which is directly covered by Article 9(2)(g) of GDPR alongside Schedule 1, part 2, paragraph 18 of the DPA 2018.

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements including pay administration, appraisal and professional development
- Employment checks, e.g. right to work in the UK, Health Screening, qualification checks
- DBS checks and other associated safer recruitment/safeguarding checks
- Salary requirements
- Completion of annual DfE Workforce Census
- Comply with Ofsted and DfE recruitment requirements linked to teachers (QTS and QTLS checks)
- Provide online/e-learning provision for all staff to meet statutory requirements.

### **Which data is collected?**

The personal data the school will collect from the school workforce includes the following:

- Names (current and former)

- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- Telephone voice recordings of calls made into and out of the school, held for 6 months

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

This data may be held electronically and/or in paper form, depending on the method required.

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

### **How is your information shared?**

Sheringham Woodfields School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Names (current and former)
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details including hours worked over and above your contract
- Qualifications
- Absence information

For Governors of Sheringham Woodfields School, their full name is recorded on the schools website and 'DoE Get-Information-About-Schools portal' to ensure compliance with DoE/Ofsted requirements.

### **How long is your data retained for?**

Staff members' personal data is retained in line with Sheringham Woodfields School's Records Management Policy as part of the GDPR Data Protection policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Policy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Sheringham Woodfields School holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Sheringham Woodfields School processes their personal data.

### **How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.sheringhamwoodfields.co.uk](http://www.sheringhamwoodfields.co.uk) the Gov.UK website, or download our GDPR Data Protection Policy.

If you want to see a copy of information about you that we hold, please contact:

**Name:** Matt Spall (DPO Centre)  
**Tel:** 01263 820520  
**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.uk)

Please see our dedicated page on our school website for a list of who we share information with to ensure we are able to carry out our statutory duties (<https://sheringhamwoodfields.co.uk/about-us/gdpr-general-data-protection-regulations/>)

## **Sheringham Woodfields School**

### **Privacy Notice (How we use pupil information)**

#### **Why do we collect and use pupil information?**

We collect and use pupil information under the legal basis that it is necessary to do so to carry out our tasks in the public interest and for compliance with a legal obligation.

The school also collects special categories of data (medical data, religious beliefs, ethnicity etc) which is directly covered by Article 9(2)(g) of GDPR alongside Schedule 1, part 2, paragraph 18 of the DPA 2018.

#### **We use pupil data:**

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care and additional safeguarding support
- to assess the quality of our services
- to comply with the law regarding data sharing
- to monitor and support on pupil behaviour

#### **Why do we collect and use your information?**

Sheringham Woodfields School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements of carrying out our public task and duty along with legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

We will also seek consent for the processing of certain data.

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information (such as disclosures and nagging doubts, actions taken / support given and official reports from the Local Authority)
- Behaviour information (such as behaviours witnessed/seen in school, associated injuries, physical/restrictive physical interventions used to support and support and intervention plans)
- Assessment information (such as where how well the child is currently performing and scrutiny of class based work)
- Medical and Care information (such as Health Care Plans, Moving and Handling Plans, Intimate Care Plans and Medication forms)
- Special Educational Needs information (such as Education and Health Care Plans, IEPs and Communication passports)
- Post 16 Learning information (such as aspirations for the future and support needed to aid transition)
- For pupils that use/have access to Eye Gaze equipment, said software will store biometric data in connection with their eyes and how they track/move.
- Telephone voice recordings of calls made into and out of the school, held for 6 months

This data may be held electronically and/or in paper form, depending on the method required to

both run the school and satisfy key partners.

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data until a child reaches the age of 30, after which the information we hold is securely destroyed. More information is within the schools GDPR Data Protection policy.

### **Who do we share pupil information with?**

We will routinely share pupil information with the following to ensure we meet our statutory requirements:

- Parents/Carers via the Home/School Book, End of Year Reports, EHC Meetings and Parent events
- Schools/Colleges that the pupil's attend after leaving us
- Our local authority (Norfolk County Council) and other local authorities if the child is moving out of county. Norfolk County Council routinely monitor attendance (and this aspect of their duties is explicit in the Children's Service Privacy Notice available from Norfolk County Council).
- The Department for Education (DfE)
- School nursing team
- Support services linked to Norfolk County Council (Virtual School, Sensory Support Service, Norfolk Steps)
- NHS linked organisations (StarFish, StarFish Plus, Speech and Language Service, CAHMS)
- You, our families, to let you know how your child is doing and to discuss/provide support where and when needed.

### **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Youth support services**

#### **What is different about pupils aged 13+?**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

### **Our pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and



conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

**Name:** Matt Spall (DPO Centre)  
**Tel:** 01263 820520  
**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO are the supervisory authority

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

**Name:** Matt Spall (DPO Centre)  
**Tel:** 01263 820520  
**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.uk)

Please see our dedicated page on our school website for a list of who we share information with to ensure we are able to carry out our statutory duties (<https://sheringhamwoodfields.co.uk/about-us/gdpr-general-data-protection-regulations/>)



## Staff Consent Sheringham Woodfields School Permission Document

*The form below has been produced to ensure compliance with the GDPR (General Data Protection Regulation)*

I give permission for the following in relation to my personal data linked to my employment here at Sheringham Woodfields School.

We **do not** assume implied consent. Therefore, please give your permission to some/all of the following as you feel appropriate. This does not affect your statutory employment rights linked to working here at Sheringham Woodfields School.

In materials produced by the school intended for internal use only (training lists, memos etc)	
In materials produced by the school intended for internal display boards only	
In materials produced by the school intended for circulation amongst any or all of the following – current and former pupils and their parents, guardians, carers and school employees (staff handbook, newsletters etc)	
In <b>printed</b> material produced by or on behalf of the School primarily intended to inform the public (e.g. prospectuses)	
In <b>electronic photographic and text based</b> material produced by or on behalf of the School primarily intended to inform the public (e.g. inclusion on our website – photo or text)	
In <b>video material</b> produced by or on behalf of the School intended for the school website (official video's advertising the school)	
To receive <b>text messages</b> from the school in connection with emergency school related events (school closures etc)	
To receive <b>emails</b> from the school in connection with emergency school related events (school closures etc)	
To receive <b>text messages</b> from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
To receive <b>emails</b> from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

In the event that you choose to decline permission for any of the above points, your name, qualifications and subject(s) will be used on published information where required (e.g. staff list, trained persons list, swipe pass, staff photo board etc) and your contact details will also be kept on the relevant emergency contact lists and within the relevant folders to assist in an emergency.

Please note:

We will only divulge Personal Data to the extent necessary for the purposes concerned and will use our discretion sensitively and with due regard to your privacy.

We will not disclose (1) 'sensitive personal data' as defined in the Data Protection Act 1998, or (2) address, telephone or email details without your explicit consent unless the disclosure is strictly necessary to protect your vital interests.

You are able to withdraw or alter your consent at any time. To do this, please contact the school's Data Protection Officer using the following details:

**Name:** Matthew Spall (DPO Centre)  
**Tel:** 01263 820520  
**Email:** dpo@sheringhamwoodfields.norfolk.sch.uk

*For office use only:*

<b>Updated in MIS:</b>	
<b>Permissions folder updated:</b>	
<b>Changes communicated to class team(s)</b>	



**Pupil/Parental Consent (Version 07-2021)**  
**Sheringham Woodfields School Permission Document (will be reviewed annually via the EHCP process after original completed)**

*The form below has been produced to ensure compliance with the GDPR (General Data Protection Regulation)*

I / We ..... give permission for the following in relation to my/our child .....

We **do not** assume implied consent. Therefore please give your permission to some/all of the following as you feel appropriate. This does not affect your child's statutory right to receive their education from Sheringham Woodfields School.

To have a school based generic email account created for your child (known as an NSIX account) to enable them to access ICT services and solutions including online learning content such as Espresso. These accounts are created by ICT Solutions (part of Norfolk County Council). More information is available here: <a href="https://icteducation.norfolk.gov.uk/page.aspx?ID=1298">https://icteducation.norfolk.gov.uk/page.aspx?ID=1298</a>	
To use a home/school diary system to provide a means of effective communication each day between home and school – this continues to be the most effective way of home and school communicating with one another. Both parties need to ensure books are stored and transported appropriately	
To use iPads across the school to support with Teaching and Learning (including the use of in-built cameras for photos and videos)	
To display EHCP Outcome information in classrooms to support learning	
To display Pen Portrait information in classrooms to support learning and transition to and from school	
To share information with our nominated photography company to support with school photos (info to be shared would at most include pupil name, class, year group)	
To go off site supported by a Teaching Assistant (including Woodfields Den, The Patch, Shopping)	
To take part in swimming sessions either at Splash or another public Swimming Pool	
To take part in hydro-therapy sessions within the schools Hydro-therapy Pool	
To be included in all education visits your child's class wishes to plan (please note you will be given written information about each visit planned at least 2 weeks prior to the event taking place – you have the right to not send your child on a visit that you don't feel is appropriate). For families with children of Nursery age: Full written consent will be needed for each visit we undertake.	
For transport staff to have a 'pen picture' of your child for them to use on their vehicle. To be shared with both the transport provider and NCC Passenger Transport Services who broker transport contracts on behalf of Sheringham Woodfields School	
For the school to take and use <b>photos</b> for the following reasons:	
a. To support learning activities across the school	
b. To display on notice boards across the school	
c. To include within school printed marketing materials (prospectus / fundraising guides) – which are shared with the general public	
d. For inclusion on the school website	
e. In school generated press releases/news articles	

f. School generated social media (posts / notifications / tweets)	
g. Inclusion within EHCP paperwork to demonstrate learning	
For the school to take and use <b>videos</b> for the following reasons:	
a. To support learning activities across the school	
b. For inclusion on the school website	
c. School generated social media (posts / notifications / tweets)	
d. Inclusion within EHCP meetings to demonstrate learning	
To apply sun cream, supplied by home, as and when required	
To apply sun cream, supplied by the school, as and when required	
To administer analgesics as required (only after having contacted me first)	
<b>OR (please tick one)</b>	
To administer analgesics as required (please inform me after you have done so via Home/School book)	
To apply face paints as and when required (including make up)	
To use the outdoor trampoline whilst supervised by a member of staff	
To be involved as and when the PAT Dog visits school	
To receive <b>text messages</b> from the school in connection with emergency school related events (school closures etc)	
To receive <b>emails</b> from the school in connection with emergency school related events (school closures etc)	
To receive <b>text messages</b> from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
To receive <b>emails</b> from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
To share all school produced material(s) including M+H Plans, S+I Plans, Intimate Care Plans etc., with professional bodies and organisations/companies supporting the school and/or your child to ensure information is passed on to support your child.	
To share all school produced material(s) including M+H Plans, S+I Plans, Intimate Care Plans etc., with nominated transition partners/providers in the run up to you/your child leaving Sheringham Woodfields School to better support their transition.	
Does your child have any allergies? <b>(Please state below if yes, if not please leave blank)</b>	
<b>Parent/Carer Name(s):</b>	
<b>Signature:</b>	
<b>Date:</b>	

You are able to withdraw your consent at any time. To do this, please contact the school's Data Protection Officer using the following details:

**Name:** Matthew Spall (DPO Centre)

**Tel:** 01263 820520

**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.uk)

*For office use only:*

<b>Updated in MIS:</b>	
<b>Permissions folder updated:</b>	
<b>Changes communicated to class team(s)</b>	

# Sheringham Woodfields School



Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND

**JAMES STANBROOK**

Head Teacher

Telephone: 01263 820 520

Fax: 01263 820 521

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)

**STEVE THURLOW**

Chair of Governors

Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## Staff Leavers Form

Employee Name	
Employee Number	
Job Title	
Leaving Date	

The form below details a number of checks to make sure all the right steps have been taken before a member of staff leaves Sheringham Woodfields School.

A copy of this form should be retained on a member of staffs' personnel file in line with the schools retention of records policy.

	Completed	Comments
Forward resignation letter to HR and completed Staff Exit Interview	Y/N	
Confirm outstanding leave entitlement and agree how this will be dealt with (including the review of Professional Development Record Card)	Y/N	
Confirm the status of any outstanding work and regular tasks, including any handover requirements.	Y/N	
Review access to electronic files/folders/emails to ensure that appropriate access can be maintained post leaving date.	Y/N	
Confirm list of operational contacts who need to be notified	Y/N	
Reminded member of staff to print off pay slips from Oracle before official last pay date	Y/N	

### Items to be returned on or before last working day:

	Returned	Comments
All IT Equipment (Laptops, Laptop bag, Mobile phones etc.)	Y/N	
Any portable Devices/Media (Phone/charger, Memory sticks, CDs etc.)	Y/N	

ID Badge/Access control card(s)	Y/N	
Keys (Buildings/Vehicle/Desks etc.)	Y/N	
Any clothing/uniform (Gloves, Safety boots etc.)	Y/N	
Any other Tools/equipment	Y/N	
Books/Paperwork	Y/N	
Other (Please specify)	Y/N	

**After person has left:**

		Comments
Will any shared accounts need passwords changing as a result of user leaving? Please list (examples include)	Y/N	
Will any passworded files or other confidential information need changing as a result of user leaving? Detail below:	Y/N	
Have all access rights to IT systems been revoked to prevent external log in? Please list all that are applicable; <ul style="list-style-type: none"> <li>• Computer Login</li> <li>• Webmail</li> <li>• Remote Server Access</li> <li>• Pro Forms</li> <li>• SPAT</li> <li>• Tapestry</li> </ul>	Y/N	
Leaving date added to Scholar Pack and new CTF File exported and imported to Email Tabs Systems	Y/N	
Have ID/Access Control Cards been wiped clean of employee's access, including back up cards?	Y/N	
Reset/wipe all IT equipment to be reused by new joiner	Y/N	

**Signed by:**

Employee:	
Date:	
Manager:	
Date:	