



## **Wessington Primary School**

### **Data Protection & Freedom of Information**

**Review Date:** Autumn 2017  
**Next review date:** Autumn 2018  
**Person in charge:** Headteacher

Public bodies such as schools hold various strands of information regarding pupils, covering all manner of things from personal home information to academic statistics. We maintain such records under the protocols as set by the Data Protection Act 1998. We are also obliged to follow the guidance of the Freedom of Information Act 2005, which gives individuals and organisations the right to request information held by a public authority.

To ensure Data Protection guidelines are not breached, and that parents have a full brief of the information we are required to hold by law, we provide a copy of the document known as the Privacy Notice on the school website.

This sets out how we gather information, the purpose of the information and how it is shared with other agencies. The links below will therefore guide you to the information for this year, as well as the other Council websites relating to Freedom of Information/Data Protection.

<http://www.sunderland.gov.uk/index.aspx?articleid=3960>

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

#### **Publication Scheme:**

As part of the Freedom of Information Act, Sunderland City Council have an obligation to the general public to provide a right of access for all types of recorded information held by public authorities. As such, every public authority is required to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a fee is payable for accessing any data. At a local level, the school is obliged to also provide this information and copy of our current Publication Scheme under the act is available for download via the link below:

<http://www.sunderland.gov.uk/index.aspx?articleid=2919>

Signed \_\_\_\_\_ Chair of Governing Body

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_