



King's College School
The British School of Madrid

La Moraleja

Data Protection Policy

Under the Data Protection Acts, data on pupils may only be kept subject to strict guidelines. Pupils may have a right of access to their files, but this is limited by law. In general, if the file is not indexed or is held merely in date order, there is no right of access. Details of the law are available from the Headteacher.

Data may not be held by non-designated parties and the principle is that keeping the data must be for the benefit of the data subject. This principle should not interfere with the keeping of professional records on pupils, whether these records are biographical, academic, administrative, sporting or of any other sort. The principle comes into play when a pupil leaves the School. The following actions are to be taken:

Archiving Principles

Data should be kept only as follows:

- To allow references to be written
- To allow contact to be maintained
- For the benefit of the data subject
- Before a file is archived, therefore, there needs to be selective pruning.

Procedure for a Pupil Leaving King's College School

Data on a pupil who has left the School more than 4 years ago may only be kept if it is for the purpose of informing future references on that pupil or maintaining contact lists. All files must be pruned or destroyed in the light of this. Those who hold files are responsible for pruning them. The following procedures apply:

1) Transfer to an Independent School

- Headteacher's records archived
- Tutor records: school and psychologists' report copies sent on, other correspondence destroyed; originals archived
- ISAMS files archived

2) Transfer to a Maintained School or College in Spain or UK

- Headteacher's records archived
- Tutor records: school and psychologists' report copies sent on, other correspondence destroyed; originals archived
- Transfer form or electronic data transfer completed by Head of Secondary/Primary
- ISAMS files archived

3) Overseas Pupils

- Leavers at end of Year 9 archived and sent on to new school if known.
- ISAMS files archived



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Data Protection and Email-guidelines for staff

We hold a good deal of information on individual pupils, and indeed on their families. We are registered to process that data for the benefit of the data subject, under the Data Protection Act.

We don't have parental permission to release email addresses, phone numbers or home addresses to other parents. This data is protected by the Data Protection Act.

Therefore you **must not**:

- Compile and circulate beyond the staff a phone list or address list without first seeking written permission from all those on it;
- Send emails addressed to more than one parent at a time (use of bcc: does work but is screened out by many spam filters)
- Send emails to all staff about a child when all staff do not need to know

You should:

- Use ISAMS to generate emails to groups of parents
- Use ISAMS to limit email to teachers of a specific child

Good email practice is:

- Always use an informative subject line. Never leave blank.
- Send To: people who you would like to take action
- Send Cc: people who might need the information
- Beware of Reply All: unless you've checked to whom you are sending

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