



## St Mark's C of E Academy Policy

Policy Title	School Data Protection Policy	Version No	1
<b>Rationale</b>	<p>St Mark's Church of England Academy processes personal data about its students and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:</p> <ul style="list-style-type: none"><li>· support its students' teaching and learning;</li><li>· monitor and report on their progress;</li><li>· provide appropriate pastoral care, and</li><li>· assess how well the school as a whole is doing</li></ul> <p>The academy will follow and comply with information and guidance displayed on the Information Commissioner's website <a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>		
<b>Policy Statement</b>	<p>In accordance with the Data Protection Act 1998 the academy will undertake to:</p> <ul style="list-style-type: none"><li>• only collect information for a specific purpose, informing the person from whom it is collected of the data's intended use and any possible disclosures of the information that could be made</li><li>• keep it secure, storing all data in a safe manner, including ensuring that electronic data is password protected and manual data is kept in locked cabinets and offices</li><li>• ensure all data is relevant and up to date, including issuing regular reminders to students, parents and staff to ensure that personal data is up-to-date and correct</li><li>• only hold as much data as required, and only for as long as the data is needed</li><li>• allow the subject of the information to see it on request.</li></ul> <p><b><u>How to request information</u></b></p> <p>If you require a paper version of any of the documents or policies within the scheme, please contact the academy by telephone, email, fax or letter.</p> <p>Contact details are set out below:</p> <p>Email: <a href="mailto:info@stmarksacademy.org.uk">info@stmarksacademy.org.uk</a> Tel: 020 8648 6627</p>		

Fax: 020 8640 8305  
Address: St Mark's Church of England Academy  
Acacia Road  
Mitcham  
Surrey  
CR4 1SF

Please mark your request '**PUBLICATION SCHEME REQUEST**' in order to help us to process it quickly.

You may also be able to download some documents or policies from our website [www.stmarksacademy.com](http://www.stmarksacademy.com)

**Payment for information**

Requests for single copies of information covered by this policy will be supplied free of charge. Information published on the academy website is also free.

If your request requires a large amount of photocopying or a significant postal charge, you may incur a charge. You will be informed of this charge before the academy carries out your request.

**Consent for use of images of students**

- Personal data, including photographic images of students, will not be used in newsletters, websites or other media without consent from the subject and parents or carers.
- Routine consent issues will be incorporated in to the academy's student data gathering sheets in order to avoid the need for frequent, similar requests being made by the academy.

<b>Staff Responsible</b>		JME	
<b>School Group Responsible</b>		Full Governing Body	
<b>Date approved by Government body</b>	September 2009	<b>Review Date</b>	September 2010