



HPS Data Protection Policy

Overview: School is responsible for deciding how it holds and uses personal information about staff, students and parents.

Purpose: This policy explains the general principles that will be used by Harvest Private School in processing data and how an individual may complain if he or she feels that the school has used private data inappropriately. The appendices explain, for specific types of data, how and why personal data will be used and for how long it will be retained.

Data Protection Principles:

Harvest School shall comply with data protection law and principles, which means that private data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that are clearly explained and not used in any way that is incompatible with those purposes.
- Relevant to the purposes mentioned and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes mentioned.
- Kept securely.

GENERAL STATEMENT: The school is committed to maintaining these principles and will therefore:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and accuracy of the information it holds
- Ensure the information is not retained for longer than necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with subject access requests
- Ensure our staff are aware of and understand our policies and procedures.

Complaints: Complaints will be dealt with in accordance with the school's complaint procedure.

[Complaint or Suggestion](#)

[Anonymous Complaint](#)

