

WREN'S NEST PRIMARY

DATA PROTECTION

- 1.1 Through your work personal data will come into your knowledge, possession or control. In relation to such personal data whether you are working at the School's premises or working remotely you must:**
- 1.1.1 keep the data private and confidential and you must not disclose information to any other person unless authorised to do so. If in doubt ask your Head Teacher or line manager;**
 - 1.1.2 familiarise yourself with the provisions of the Data Protection Act 1998 and comply with its provisions;**
 - 1.1.3 familiarise yourself with all appropriate School policies and procedures;**
 - 1.1.4 not make personal or other inappropriate remarks about staff, pupils, parents or colleagues on manual files or computer records. The individuals have the right to see all information the School holds on them subject to any exemptions that may apply.**
- 1.2 The School views any breach of the Data Protection Act 1998 as gross misconduct which may lead to summary dismissal under appropriate disciplinary procedures.**
- 1.3 If you make or encourage another person to make an unauthorised disclosure knowingly or recklessly you may be held criminally liable.**

I have read through and fully understand the terms of the policy. I also understand that the School may amend this policy from time to time and that I will be issued with an amended copy.

Signed: _____

PRINT NAME: _____

Dated: September 2013