

Information Sharing

Information must only be shared with third parties when there is a legitimate and lawful purpose. All instances of information sharing that involves personal data should be documented.

Before sharing information, particularly sensitive information or personal data, you must:

- Be satisfied that the request has come from a legitimate source
- Take steps to validate the authenticity of the request, where necessary
- Be clear on the purpose for which the information is being requested
- Ensure you are clear on what is being requested
- Where personal data is being requested, ensure there is a lawful basis for sharing
- Be satisfied the request is reasonable and fair, and it is clear why the information is necessary for the purpose
- Take care to avoid oversharing

Information Disclosure

Subject Access Requests are to be directed to the schools Data Protection Officer. These are requests (verbal or in writing) by individuals for copies of personal data we hold about them / their child.

Access to Education Records must be directed to the school's Data Protection Officer or Senior Leadership Team. These are written requests by parents for access to their child's Education Record.

Freedom of Information requests are to be directed to the school's Data Protection Officer or Senior Leadership Team. These are written requests for any other recorded information held by the school.

Access to CCTV images attracts the same level of control and safeguards as any other personal data.

Destroying Information

You must destroy hard copy information when no longer required. This can be achieved by using a crosscut shredder or by using a confidential waste service.

You must always control access to information until it is securely destroyed.

Hard copy information is not to be placed in open waste bins or waste skips.

Digital information must be securely deleted from hardware/media when no longer required. Specialist advice can be sought from the school's IT service.

Security Incidents

All security incidents involving information must be reported in accordance with the Security Incident Policy.

Further Information

For further information regarding information handling within the school please contact:

Name:	Mr Neil Fish-Clark
Position:	Assistant Head Teacher / Data Protection Officer
Email:	dpo@sfh.lincs.sch.uk
Phone:	01522 520359

Further advice and information is available from the Information Commissioner's Office at www.ico.org.uk.

Review

This policy shall be reviewed annually.