

POLICY ON PERSONAL INFORMATION

INTRODUCTION

The Governors and Staff of Parkside Community College value the right of privacy of the people about whom we hold information.

Information given to the College is treated completely confidentially. It is stored on the College's data base and protected by the Data Protection Act (1984/1998) and the Education (Schools Records) Regulations (1989).

THE COLLEGE'S APPROACH

It is our policy to:-

- collect information only for clearly stated purposes
- collect only information that is essential for a specific purpose
- ensure that information we hold is accurate and, where necessary, up to date
- disclose information only insofar as is consistent with the purpose for which it was collected.

The College's procedures follow the ten principles set out in the Cambridgeshire County Council's Code of practice.

Personnel records are kept in the Finance office in a secure place designated for the purpose under the control of the Personnel Officer.

Pupils' buff record folders are kept in the Head of Year's office.

REVIEW

The Principal and all the staff will review this policy regularly.