

**Jan Brzechwa Polish
Supplementary School in Hastings
and St Leonards-on-Sea**



Data Protection Policy

1. The Data Protection Act 1998 regulates the processing of information relating to individuals. This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.
2. Jan Brzechwa Polish Supplementary School in Hastings and St Leonards will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and needs to be treated with care, to comply with the law.
3. Data users must comply with the Data Protection principles of good practice which underpin the Act and these state that personal data shall:
 - Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use.)
 - Be held only for specified purposes.
 - Be adequate, relevant but not excessive.
 - Be accurate and where necessary kept up to date.
 - Be held for no longer than necessary.
 - Be accessible to data subjects.
 - Be subject to the appropriate security measures.
4. The School's Management Committee, employees and volunteers who process or use personal data must ensure that they abide by these principles at all times. Furthermore, all Management Committee members are responsible for ensuring that:
 - Any personal data they hold, whether in electronic or paper format, is kept securely.
 - Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

Adopted 10 January 2015

Aleksandra Janowicz	Chairperson (Principal)	
Karolina Joseph	Secretary	
Anna I.Roby	Treasurer	