

Provision of information and data protection

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1 Policy statement

1.1 Hampshire Collegiate School has due regard to its responsibilities and in particular about the processing of personal information, under the Data Protection Act. All electronic data is securely held on the school's network which is accessible only via a password and ID log-on. Data is only ever released to authorised personnel with the approval of the Headmaster. The Data Controller for Hampshire Collegiate School as part of the United Learning is Steve Whiffen (Company Secretary). (Additional information about how United Learning handles data is available through the United Learning employee data protection policy).

1.2 This policy applies to all members of our school community, including boarders and those in our EYFS setting.

1.3 Hampshire Collegiate School is fully committed to ensuring that the application of this Provision of Information Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

1.4 Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.5 This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

- Contact document
- Employee data protection policy
- Admissions
- Behaviour and Discipline
- Exclusions Expulsion and Removal

2 Procedures

2.1 Hampshire Collegiate School meets its obligation to provide key contact information to parents of pupils and of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of section 162A (1) of the 2002 Act by putting such information on the website. It is also available as part of the information pack sent to parents and parents of prospective pupils, as well as on request from the school office. The key contact information is as follows:

- the school's address
- the school's telephone number
- the name of the Headmaster and the Head of Prep School
- the address and telephone number of United Learning's registered office
- the name and address for correspondence of the Chair of the UCST Board and the Chair of the LGB
- a statement of the school's ethos and aims

2.2 Hampshire Collegiate School makes the following documents available to the parents of pupils and of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of section 162A 1) of the 2002 Act by having them available from the school, at New Parent Welcome Evenings or via the website:

- policy and arrangements for admissions, misbehaviour and exclusions
- education and welfare provision for students with statements and students for whom English is an additional language (SEN Policy)
- curriculum policy
- anti-bullying policy
- health and safety policy
- first aid policy
- good behaviour and sanctions policy (Behaviour and Discipline Policy)
- academic performance in previous school year
- complaints procedure/number of formal complaints in previous school year
- staff, including temporary staff, and qualifications
- previous inspection report

2.3 Hampshire Collegiate School publishes the Child Protection (Safeguarding) Policy and procedures to parents via the website or will give a copy to parents (free of charge) on request.

2.4 Hampshire Collegiate School sends by mail or by email the following to parents of registered pupils:

- a copy of any school inspection report
- an annual written report of the pupil's progress and attainment in the main subject areas taught (unless a parent has agreed otherwise with the school)

2.5 Hampshire Collegiate School will provide any body conducting an inspection under section 162A of the 2002 Act with:

- any information reasonably requested in connection with it that is necessary for the purposes of the inspection and
- access to the school's admission and attendance registers.

2.6 Hampshire Collegiate School provide to the local authority and on request to the Secretary of State by post or electronically by email, an annual account of income received and expenditure incurred by the school in respect of a pupil wholly or partly funded by a local authority who is registered at the school, (except where funding is solely free of charge Early Years provision in accordance with the duty contained in section 7 of the Childcare Act 2006).

2.7 The school will also submit by post or by email to the LEA information required for the purpose of an annual review of the statement of a pupil with a statement, wholly or partly funded by the local authority or other body through public funds, who is registered at the school in line with the Provision of Services Regulations 2009.

2.8 United Learning has a group registration with the Information Commissioner's Office. The details of this are:

Registration number-Z533407X

Date registered- 8th October 2001

Renewed annually on 7th October

Data controller- The United Church Schools Trust

2.9 Hampshire Collegiate School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk). Hampshire Collegiate School is also noted on the Edubase register which is available at: www.edubase.gov.uk

3 Document Information

Version Number	2
Reason for Version Change	Annual review
Name of owner/author	José Picardo
Name of individual/department responsible	Rachel Jenkins, Data Manager José Picardo, Deputy Head
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Review Date	August 2019 or as events and legislation require