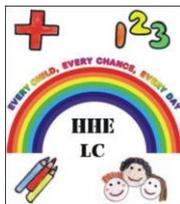


NB. The term 'Head of Base' refers to the heads of Thorneywood School or the Children's Hospital School



Hospital and Home Education Learning Centre

CONFIDENTIALITY and DATA PROTECTION POLICY

HHELC has a responsibility to hold in confidence any aspect of our pupils' admission to the Base.

Everyone who works in the Base has a responsibility to uphold the privacy of all its pupils, staff and visitors.

Anything that is seen or heard concerning the medical, educational or personal affairs of our pupils or staff is strictly confidential unless the withholding of such information would be detrimental to the safety of the person concerned. In such cases pertinent information should only be divulged to the Education Base Co-ordinator or Home Education Coordinator who will then decide if this information should be shared with other professional agencies.

NB: The exception to this rule concerns staff attending weekly consultant-led meetings where individual pupil's needs and treatments are discussed. These meetings are strictly confidential to a specific team.

All staff should be aware of the following:

- You should avoid reading or asking for more information than is relevant to your role.
- Telling others anything regarded as confidential that you see or hear is a breach of confidentiality. Keep everything on a strictly "Need to Know" basis.
- Passing on any information to anyone without the permission of the person concerned or the knowledge of your Head of Base could be a breach of confidentiality.
- You must not remove from the Base any confidential document without the knowledge of your Head of Base.
- Any documents taken off site must be kept in a secure document bag (issued by HHELC) and must be returned at the earliest possible time and date (as agreed by your Head of Base).
- Documents must only be kept at a staff members home overnight if there is no other alternative and this has been agreed by your Head of Base. In such cases the documents must be kept secure and in the secure document bag. Under no circumstances should documents be kept over-night inside brief cases, laptop bags or any bags that might be attractive to thieves.

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- You must not pass on any documentation without the express consent of the person involved or the knowledge of your Head of Base.
- When using the telephone you must not pass on any personal information that would identify someone without their consent or the knowledge of your Line Manager.
- When contacting schools remember that it is the right of parents or carers to determine whether they wish information about their child's admission or their condition to be passed on. Check with parents or carers before you divulge anything.
- Keep Daily Records locked up at night and out of sight during the day.

You have a legal responsibility to:

- Ensure that you do not breach confidentiality through careless talk.
- Maintain confidentiality even when you are no longer in the Base.
- Always respect other people's personal information.
- Ensure the security of IT equipment which may hold pupil information

Data Protection

This section sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues (Head Teacher)
- Ensuring that all staff are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance

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- Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the organisation.

Data protection principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Reviewed by Chair of Governors, Judith Ward on 23/03/2017