



St Thomas Primary School
Information Commitment Statement

Date approved	November 2004	Version	1
Author			

Exeter: St Thomas First School

*Information
Commitment
Statement*

Your Information - Our Commitment

St Thomas First School holds a great deal of information, much of which is confidential. This may be information about:

- *our pupils*
- *our pupil's parents or guardians*
- *our governors*
- *our teachers and other staff*

If we hold information about you, we wish to assure you that we are processing the information fairly and lawfully and that we will inform you of the purposes for which we require the information when you supply it to us.

In particular:

When we collect information

- we will only collect information that is necessary for what we do
- we will be fair in the way we collect information about you
- we will tell you who we are and what we intend to do with the information about you
- where practicable, we will collect information which relates to you directly from you
- if we collect information about you from someone else we will, wherever possible, make sure you know that we have done this

When we use and disclose information about you

- we will only use or disclose your information for legitimate purposes about which you have been told unless we are required to do otherwise for legal reasons

Information quality

- we will ensure that information about you is accurate and up to date when we collect or use it. You can help us to achieve this by keeping us informed of any changes to the information we hold about you

Information security

- we will keep information about you secure
- we will protect your information against unauthorised use, damage, loss and theft

Retention

- we will hold information about you for as long as is necessary but, subject to any statutory retention periods, we will ensure that the information is disposed of in a secure and proper manner when it is no longer needed

Openness

- we will be open with you about what kinds of information we hold and what we do with it

Access and correction

- wherever possible, we will let you see the information we hold about you (should you wish) and correct it if it is wrong

In general:

- we will comply with the provisions of the Data Protection Act 1998 and any subsequent legislation relating to information handling and privacy. We will achieve this through the school's Information Security and Data Protection Policies supported by proper working practices and procedures.

If you need more a more detailed explanation of any of the commitments made in this statement, please contact the school's Headteacher.

Finance Cttee
Nov 2004