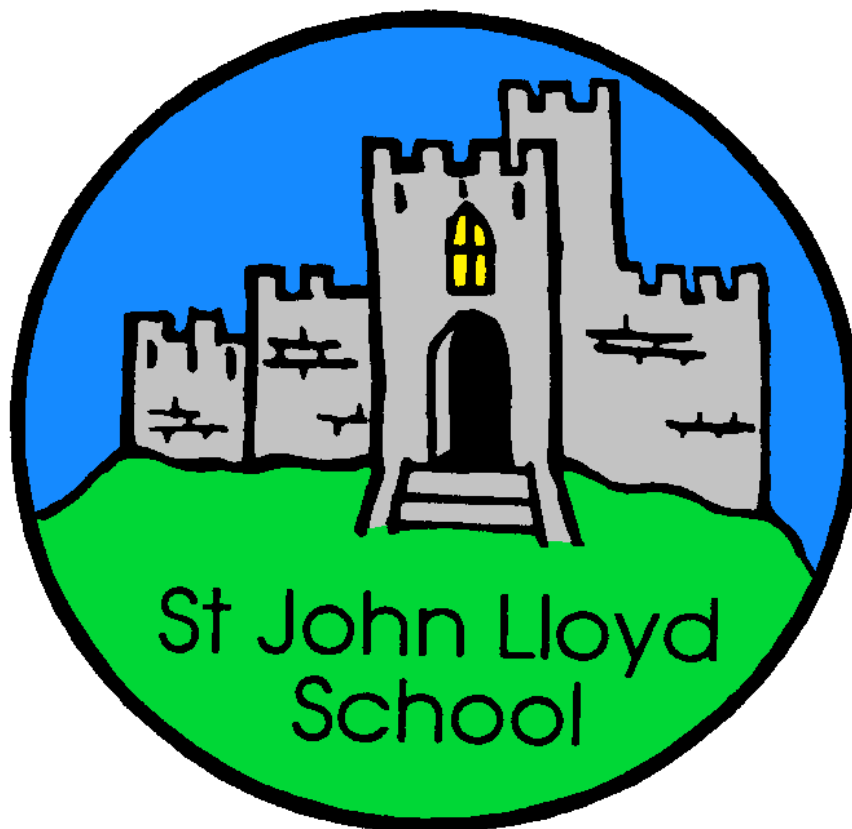


## St John Lloyd Primary School Data Protection Policy



The Act regulates the use of "personal data". To understand what personal data means, we need to first look at how the Act defines the word "data".

**Data** means information which –

(a) is being processed by means of equipment operating automatically in response to instructions given for that purpose,

(b) is recorded with the intention that it should be processed by means of such equipment,

(c) is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system,

(d) does not fall within paragraph (a), (b) or (c) but forms part of an accessible record as defined by section 68, or

(e) is recorded information held by a public authority and does not fall within any of paragraphs (a) to (d).

### What is personal data?

**Personal data** means data which relate to a living individual who can be identified –

(a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller,

and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

**Sensitive personal data** means personal data consisting of information as to -

(a) the racial or ethnic origin of the data subject,

(b) political opinions,

(c) religious beliefs or other beliefs of a similar nature,

(d) a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),

(e) physical or mental health or condition,

(f) sexual life,

(g) the commission or alleged commission by him/ her of any offence, or

(h) any proceedings for any offence committed or alleged to have been committed by him/ her, the disposal of such proceedings or the sentence of any court in such proceedings.