




# Data Protection Policy Statutory

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<b>Name: Carolyn Edwards</b>		<b>Signature</b> 	

The school collects and uses personal information (referred to in the UK General Data Protection Regulation (UK GDPR) as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is the Data Controller, of the personal data that it collects and receives for these purposes.

The school has a Data Protection Officer, who may be contacted via the school office on 02392 263200.

The school issues Privacy Notices (also known as a Fair Processing Notices) to all pupils/parents and staff. These summarise the personal information held about pupils and staff, the purpose for which it is held and who it may be shared with. It also provides information about an individual's rights in respect of their personal data.

### **Purpose**

This policy sets out how the school deals with personal information correctly and securely and in accordance with the UK GDPR, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored by the school and whether it is held on paper or electronically.

### **What is Personal Information/ data?**

Personal information or data means any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified, directly or indirectly by reference to details such as a name, an identification number, location data, an online identifier or by their physical, physiological, genetic, mental, economic, cultural or social identity. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

### **Data Protection Principles**

The UK GDPR establishes six principles as well as a number of additional duties that must be complied with at all times:

**1. Lawfulness, fairness and transparency.** Personal data shall be processed lawfully, fairly and in a transparent manner. In order for personal data to be processed lawfully, it

must be processed on the basis of one of the legal grounds set out in the UK GDPR. These include (amongst other relevant conditions) where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority exercised by the school.

Where the special categories of personal data are processed, this shall include (amongst other relevant conditions) where processing is necessary for reasons of substantial public interest.

When processing personal data and special category data in the course of school business, the school will ensure that these requirements are met where relevant.

**2. Purpose limitation.** Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (subject to exceptions for specific archiving purposes). The school will only process personal data for specific purposes and will notify those purposes to the data subject when it first collects the personal data or as soon as possible thereafter.

**3. Data minimisation.** Personal data shall be adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive. Personal data which is not necessary for the purpose for which it is obtained will not be collected.

**4. Accuracy.** Personal data shall be accurate and where necessary, kept up to date; Personal data should be reviewed and updated as necessary and should not be retained unless it is reasonable to assume that it is accurate. Individuals should notify the school of any changes in circumstances to enable records to be updated accordingly. The school will be responsible for ensuring that updating of records takes place where appropriate.

**5. Storage limitation.** Personal data shall be kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. The school will not keep personal data for longer than is necessary for the purpose or purposes for which they were collected and will take reasonable steps to destroy or erase from its systems all data which is no longer required.

**6. Integrity and confidentiality.** Personal data shall be processed in a manner that ensures appropriate security of the personal data and which includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## **Duties**

Personal data shall not be transferred to a country or territory outside the UK and the European Union (EU)/European Economic Area (EEA), unless that country or territory ensures an adequate level of data protection.

Data Controllers have a General Duty of accountability for personal data.

## **Commitment**

The school is committed to maintaining the principles and duties in the UK GDPR at all times. Therefore, the school will:

- Inform individuals of the identity and contact details of the data controller.
- Inform individuals of the contact details of the Data Protection Officer
- Via the Schools Privacy Notices, the school will inform individuals of the purposes that personal information is being collected and the basis for this.
- Inform individuals when their information is shared, and why and with whom unless the UK GDPR provides a reason not to do this.
- If the school plans to transfer personal data outside the UK and the EU/EEA the school will inform individuals and provide them with details of where they can obtain details of the safeguards for that information.
- Inform individuals of their data subject rights.
- Inform individuals that the individual may withdraw consent (where relevant) and that if consent is withdrawn that the school will cease processing their data although that will not affect the legality of data processed up until that point.
- The school maintains the Hampshire Schools Retention Schedule which provides details of the length of time an individual's data will be kept
- Should the school decide to use an individual's personal data for a different reason to that for which it was originally collected the school shall inform the individual and where necessary seek consent.
- Check the accuracy of the information it holds and review it at regular intervals.
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in.
  - Paper records are securely stored in locked cabinets in the school office with the keys securely stored.
  - Staff are required to use the schools secure email system

- Electronic data is stored securely on the schools IT system which is password protected and time configured to lock screens.
- Staff are required to sign for return of any devices (phones/computers/devices) and/or information (paper or electronic) pertaining to school upon termination of employment.
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Ensure that personal information is not retained longer than is needed, using a record system maintained by the school office.
- Ensure that when information is destroyed that it is done so appropriately and securely eg. paper records will be shredded/destroyed using a secure service and electronic records will be permanently deleted.
- Share personal information with others only when it is legally appropriate to do so.
- Personal and special category information will be transferred securely via courier or hand delivered when required, electronic data will be transferred using the school to school secure service.
- Comply with the duty to respond to requests for access to personal information (known as Subject Access Requests).
- Ensure that personal information is not transferred outside the UK and the EU/EEA without the appropriate safeguards.
- Ensure that all staff and governors are aware of and understand these policies and procedures.
  - Staff and governors have had training on and receive regular updates on good practices in relation to protection of data and also from loss or theft outside of school.
- Any changes or updates will be communicated to all staff via the schools internal communication system and via regular staff briefings.
- All procedures related to data protection and handling personal data appropriately will be disseminated to staff during annual training.
- Data protection policy and training relating to handling personal information appropriately will be shared with all new members of staff, students or volunteers via the schools induction process.
- All members of staff managing and handling personal information understand that they are contractually responsible for following good data protection practice.

- Any serious breaches of data will be recorded accordingly and school will undertake a full investigation and any lessons learned will be communicated to all staff and governors.

### **Retention and Disposal of Personal Data**

The school will dispose of personal data in a way which protects the rights and privacy of data subjects (e.g. shredding, disposal as confidential waste, secure electronic deletion) as appropriate.

The school maintains the Hampshire Schools Retention Schedule that is specific and relevant to the specific types of information retained. The schedule outlines the appropriate periods for retention in each case.

### **Complaints**

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk)

### **Contacts**

We are a data controller and processor and registered with the Information Commissioners Office.

Currently, the DPO is Katie Wedderburn and can be contacted by calling 023 92263200 or emailing [k.wedderburn@hartplain-jun.hants.sch.uk](mailto:k.wedderburn@hartplain-jun.hants.sch.uk)

Our GDPR policies, processes and procedures are independently monitored by our governing body.