BRIDLINGTON SCHOOL

Data Protection Policy
& Appropriate Policy Document

APPROVED BY:	FINANCE & RESOURCES COMMITTEE **DATE:** 23 JUNE 2023
LAST REVIEWED ON:	7 SEP 2023
NEXT REVIEW DUE BY:	SEP 2024

1. Background

The purpose of data protection legislation[1] is to protect the 'rights and freedoms' of natural persons (i.e. living individuals).

Data protection legislation applies to all data controllers that are established in the UK, who process the personal data of data subjects. It also applies to data controllers outside of the UK that process personal data in order to offer goods and services, or monitor the behaviour of data subjects who are resident in the UK.

The Information Commissioner oversees compliance and promotes good practice, regulating all organisations and individuals who process personal data. This Data Protection Policy applies to all personal data held by Bridlington School. The policy aims to ensure those individuals' rights and freedoms are protected, preventing personal data being mistreated or used to deny access to services. The policy will be used to ensure that the personal data Bridlington School holds is used fairly and lawfully, in line with data protection legislation.

This policy will be reviewed on an annual basis to ensure that it reflects changes to existing legislation, and any new legislation.

2. Definitions for the Purposes of this Policy

For the purposes of this policy, the following definitions are in relation to Data Protection.

Personal data – any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special categories data – personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Data controller – the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Data subject – any living individual who is the subject of personal data held by an organisation.

Processing – any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Profiling – is any form of automated processing of personal data intended to evaluate certain personal aspects relating to a natural person, or to analyse or predict that person's performance at work, economic situation, location, health, personal preferences, reliability, or behavior. This definition is linked to the right of the data subject to object to profiling and a right to be informed

[1] "The data protection legislation" means—
(i) the UK General Data Protection Legislation (UK GDPR) (ii) the Data Protection Act 2018 (DPA 2018) to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy.

about the existence of profiling, of measures based on profiling and the envisaged effects of profiling on the individual.

Personal data breach (PDB) – a breach of security leading to the accidental, or unlawful, destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed. There is an obligation on the controller to report personal data breaches to the Information Commissioners Office (ICO) and where the breach is likely to adversely affect the personal data or privacy of the data subject.

Information Society Services - any service normally provided for remuneration, at a distance, by electronic means and at the individual request of a recipient of services.

Consent - in relation to the processing of personal data relating to an individual, means a freely given, specific, informed and unambiguous indication of the individual's wishes by which the individual, by a statement or by a clear affirmative action, signifies agreement to the processing of the personal data.

Third party – a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

3. Policy Statement

In order to operate effectively, Bridlington School has to process personal information about people with whom it works. These may include pupils, parents, current, past and prospective employees and suppliers. In addition, it is required by law to process information in order to comply with the requirements of central government.

Bridlington School is committed to ensuring compliance with data protection legislation. The School regards the lawful and correct treatment of personal information as essential to its successful operations and to maintaining confidence between Bridlington School and those with whom it carries out business. The School fully endorses the principles of data protection by design and default. To this end, Bridlington School will ensure its Data Protection Officer is able to fulfil their tasks as defined in data protection legislation.

Third parties who have access to personal data will be expected to have read and understood this policy. No third party will be able to access personal data without being committed to having obligations no less onerous than Bridlington School. The School will make every effort to ensure data subjects can exercise their rights. Any breach of data protection legislation will be dealt with as a matter of urgency. If required, breaches will be reported to the appropriate authorities and dealt with as a criminal offence. Bridlington School is committed to working with the ICO in all areas relating to personal data.

4. Corporate Requirements

Bridlington School is a data controller as defined by data protection legislation. It is the responsibility of the Governors to ensure compliance with Data Protection legislation. However the Headteacher is responsible for ensuring compliance within the day to day activities of the school.

All those in managerial or supervisory roles throughout the School are responsible for encouraging good information handling practices. Compliance with data protection legislation and this policy is the responsibility of all employees.

Employees are responsible for ensuring that any personal data about them and supplied by them is accurate and up-to-date. All employees who process personal data are responsible for their own

compliance with data protection legislation and this policy. Failure to do so may result in disciplinary action which could lead to dismissal. Bridlington School's Training Procedure sets out the specific training requirements and awareness raising requirements.

The school has appointed the East Riding of Yorkshire Council to be the Data Protection Officer as part of a traded service.

The first point of contact for data protection matters is; dataprotection@bridlingtonschool.org.uk, however anyone has the right to speak to the DPO about their tasks.

5. Policy Development including Consultation

The following people and groups were consulted in development of this policy:

- East Riding of Yorkshire Council (as part of a traded service)
- Members of the school's Senior Leadership Team
- The school's Finance and Resources Committee

6. Links with other Policies and Strategies

This policy links to other documents:

- Acceptable ICT & Internet Usage policies
- Data Privacy Notices
- Information Retention Policy
- Freedom of Information Policy

7. Data Protection Principles

All processing of personal data must be conducted in accordance with data protection principles. Bridlington School's policies and procedures are designed to ensure compliance with these principles.

1. Personal data must be processed lawfully, fairly and transparently

Lawful – identify a lawful basis before you can process personal data. These are often referred to as the "conditions for processing", and listed in the data protection legislation.

Fairly – in order for processing to be fair, the data controller has to make certain information available to the data subjects as practicable. This applies whether the personal data was obtained directly from the data subjects or from other sources.

Transparently – data protection legislation includes rules on giving privacy information to data subjects. These are detailed and specific, placing an emphasis on making privacy notices understandable and accessible. Information must be communicated to the data subject in an intelligible form using clear and plain language.

2. Personal data can only be collected for specific, explicit and legitimate purposes

Data obtained for specified purposes must not be used for a purpose that differs from those formally notified to the ICO, outlined on the School's records of processing or in line with this Policy.

3. Personal data must be adequate, relevant and limited to what is necessary for processing

Bridlington School does not collect information that is not strictly necessary for the purpose for which it is obtained. All data collection forms (electronic or paper-based), including data collection requirements in new information systems, must be include a privacy statement. The DPO will ensure that, on a regular basis all data collection methods are reviewed to ensure that collected data continues to be adequate, relevant and not excessive.

4. Personal data must be accurate and kept up to date with every effort to erase or rectify without delay

Data that is stored by Bridlington School must be reviewed and updated as necessary. No data should be kept unless it is reasonable to assume that it is accurate. The DPO is responsible for ensuring that all staff are trained in the importance of collecting accurate data and maintaining it.

It is the responsibility of the data subject to ensure that data held by Bridlington School is accurate and up to date. Pupils, parents, employees and suppliers should be required to notify Bridlington School of any changes in circumstance to enable personal records to be updated accordingly. Processes will be in place to allow for the updating of records. It is the responsibility of the School to ensure that any notification regarding change of circumstances is recorded and acted upon.

The DPO is responsible for ensuring that appropriate procedures and policies are in place to keep personal data accurate and up to date. On a regular basis the DPO will review these processes and retention dates for personal data processed by Bridlington School.

The DPO is responsible for making appropriate arrangements so that, third-party organisations that may have been passed inaccurate or out-of-date personal data are informed, ensuring it is not used to inform decisions about the individuals concerned.

5. Personal data must be kept in a form such that the data subject can be identified only as long as is necessary for processing.

Where possible, personal data will be minimised, encrypted or pseudonymised in order to protect the identity of the data subject in the event of a data breach.

Personal data will be retained in line with the School's retention schedule and, once its retention date is passed, it must be securely destroyed. Any data retention that exceeds the retention period must be approved by the Headteacher. They must ensure that the justification is clearly identified and in line with the requirements of data protection legislation.

6. Personal data must be processed in a manner that ensures the appropriate security

Bridlington School will carry out risk assessments taking into account state of the art technical measures, the costs of implementation and the risk/likelihood to individuals if a security breach occurs, the effect of any security breach on Bridlington School itself, and any likely reputational damage including the possible loss of customer trust.

Both Bridlington School (as controller) and its processors shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including where appropriate:

- the pseudonymisation and encryption of personal data;
- the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

The policies and strategies identified in Section 6 of this Policy (6. Links with other Policies and Strategies) must also be considered.

7. The controller must be able to demonstrate compliance with the UK GDPR's other principles (accountability)

Data protection legislation includes provisions that promote accountability and governance. These complement the transparency requirements. This accountability additional principle requires Bridlington School to demonstrate that it complies with the principles and states explicitly that this is the School's responsibility.

Bridlington School demonstrates this compliance through this policy, including the appropriate policy document (Appendix 1), adhering to codes of conduct, implementing technical and organisational measures, as well as adopting techniques such as data protection by design, and establishing formal procedures in relation to data protection.

8. Data Subjects' Rights

Data subjects have the following rights regarding data processing, and the data that is recorded about them:

- To make subject access requests regarding the nature of information held and to whom it has been disclosed.
- To prevent processing likely to cause damage or distress.
- To prevent processing for purposes of direct marketing.
- To be informed about the mechanics of automated decision-taking process that will significantly affect them.
- To not have significant decisions that will affect them taken solely by automated process.
- To take action to rectify, block, erase, including the right to be forgotten, or destroy inaccurate data.
- To request the ICO assess whether any provision of the data protection legislation has been contravened.
- To have personal data provided to them in a structured, commonly used and machine-readable format, and the right to have that data transmitted to another controller (ported).
- To object to any automated profiling that is occurring without consent.

Bridlington School makes every effort to ensure that data subjects may exercise these rights. A data subject may make a request as described in APPENDIX 2 . These requests are under normal circumstances free of charge and will be dealt with in one month (although they can be extended by two months in some circumstances).

In addition, parents have their own independent right under The Education (Pupil Information) (England) Regulations 2006 of access to the official education records of their children. Students

do not have a right to prevent their parents from obtaining a copy of their school records. As part of this process the school will apply the appropriate charge for providing copies of records. If a parent asks for an Education Record you cannot ask them to make a SAR instead. There will be instances where a request for information includes the educational record, in this instance the information may be dealt with entirely under the SAR process.

Personal data must not be disclosed about a third party except in accordance with data protection legislation. If it appears absolutely necessary to disclose information about a third party, advice should be sought from the DPO.

Data subjects also have the right to complain to Bridlington School in relation to the processing of their personal data, the handling of a request from a data subject and appeals from a data subject on how complaints have been handled. This will be done in line with the Complaints Policy.

9. Disclosure of Data

Bridlington School ensures that personal data is not disclosed to unauthorised third parties which includes family members, friends, suppliers, government bodies and other public sector organisations. All employees should exercise caution when asked to disclose personal data held on another individual to a third party.
All requests to provide data must be supported by the appropriate documentation. Data protection legislation permits disclosures for a number of reasons without consent, these include:

- to safeguard national security;
- prevention or detection of crime including the apprehension or prosecution of offenders;
- assessment or collection of tax duty;
- discharge of regulatory functions (includes health, safety and welfare of persons at work);
- to prevent serious harm to a third party; and
- to protect the vital interests of the individual, this refers to life and death situations.

It is the responsibility of employees to ensure that they have the authority to share information and that the recipient is authorised to receive such information. Failure to do so could lead to action under the School's disciplinary procedure (and, in exceptional circumstances, criminal charges). Bridlington School has a framework in place to facilitate information sharing, the Humber Information Sharing Charter.

Advice should always be sought from the DPO if there is any uncertainty around the disclosure of information.

10. Data Transfers

Exports of data to countries outside of the UK (referred to in the UK GDPR as 'third countries') can only take place if an appropriate 'level of protection for the fundamental rights of the data subjects' are in place.

This means the transfer of personal data outside of the UK should only take place if one or more of the specified safeguards, or exceptions, apply:

- An adequacy decision.
- Binding corporate rules.
- Model contract clauses.
- Legally binding and enforceable instrument between public authorities or bodies.

Exceptions, in the absence of the above a transfer of personal data to a third country or international

organisation, shall only take place on one of the following conditions:

- the data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards;
- the transfer is necessary for the performance of a contract between the data subject and the data controller or the implementation of pre-contractual measures taken at the data subject's request;
- the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the data controller and another natural or legal person;
- the transfer is necessary for important reasons of public interest;
- the transfer is necessary for the establishment, exercise or defence of legal claims; and/or
- the transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent.

11. Consent

Bridlington School understands 'consent' to mean that the data subject has been fully informed of the intended processing and has signified their agreement, while in a fit state of mind to do so and without pressure being exerted upon them. Consent obtained under duress or on the basis of misleading information will not be valid.

There must be some active communication between the parties to demonstrate active consent. Consent cannot be inferred from non-response to a communication. The data controller must be able to demonstrate that consent was obtained for the processing operation. For special categories data, explicit written consent of data subjects must be obtained unless an alternative legitimate basis for processing exists.

Where the School provides information society services to children, parental or custodial authorisation must be obtained. This requirement applies to children under the age of 13.

Whether or not a photograph needs to be protected or falls under data protection legislation can be open to interpretation and the quality of the photograph. However, the school takes this matter extremely seriously and seeks to obtain parents' consent for the use of photographs outside the school and, in particular, to record their wishes if they do not want photographs to be taken of their children.

12. Processors and Contracts

Bridlington School will ensure that any processor it engages have a written contract or agreement in place. This is important so both parties understand their responsibilities and liabilities. Processors must only ever act on documented instructions. To be compliant with data protection legislation contracts must include specific items.

13. Retention and Disposal of Data

Bridlington School will not keep personal data in a form that permits identification of data subjects for longer than is necessary, in relation to the purpose(s) for which it was originally collected. It may store data for longer periods if the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to the implementation of appropriate technical and organisational measures to safeguard the rights and

freedoms of the data subject.

The retention period for each category of personal data will be set out in Bridlington School's retention schedules.

Appropriate procedures must be followed when disposing of personal information. The School will ensure that secure disposal methods are available to staff.

14. Records of Processing

Bridlington School has established records of processing activity to compliment the School's information asset register (IAR) which help determine the flow of data through the organisation. Bridlington School is aware of any risks associated with the processing of particular types of personal data and the level of risk to individuals associated with the processing of their personal data.

15. Impact Assessments

Bridlington School will implement technical and organisational measures to ensure that by default, personal data is processed were necessary. Data protection impact assessments (DPIAs) will be carried out in relation to the processing of personal data, and in relation to processing undertaken by other organisations on behalf of Bridlington School.

Where a type of processing, in particular using new technologies and taking into account the nature, scope, context and purposes of the processing, presents a risk to the rights and freedoms of an individual, the School, prior to the processing, will carry out a DPIA. A single DPIA may address a set of similar processing operations that present similar high risks.

Where, as a result of a DPIA, it is clear that Bridlington School is about to commence processing of personal data that could cause damage and/or distress to the data subjects, or is deemed high risk (including to the reputation of the School), the DPIA must be escalated for review to the DPO. The DPO shall, if there are significant concerns, either as to the potential damage or distress, or the quantity of data concerned, escalate the matter to the ICO.

16. Incidents and Breaches

Bridlington School will always treat any data protection incident/breach as a serious issue. In the event of a breach, or suspected breach (incident), the DPO must be informed immediately.
An investigation will take place in line with the Personal Data Breach procedure. This includes Human Resources to ensure any disciplinary action is taken if deemed appropriate and Legal Services. The point of contact for the ICO is the DPO.

Bridlington School has an obligation to report certain data protection breaches to the ICO within 72 hours of the School being made aware. The DPO will notify the ICO following an assessment of the breach. If required the DPO will also arrange for the affected data subjects to be notified. Any data processors the School is working with are also required to report data protection breaches to the ICO, as well as cooperate with the ICO to resolve the issue. Data processors must also notify Bridlington School of any breach which affects the School's personal information, within the 72 hour window.

The ICO has the authority to sanction significant financial penalties of up to £17.5 million or 4% of global turnover. Data processors also hold liability for data protection breaches.

Bridlington School recognises data subjects' right to compensation if they have suffered material or non-material damage as a result of an infringement of data protection legislation. Any claim for

compensation will be dealt with through the School's normal procedures.

17. Training

It is Bridlington School's policy that all employees and processors who have access to the School's personal data receive the appropriate training, in order to comply with data protection legislation. The Data Protection Lead will accordingly ensure that data protection training is available for staff. Training in data protection matters should be provided as soon as possible after starting employment at the school, with mandatory refresher undertaken at intervals thereafter to maintain awareness. The Data Protection Lead is responsible for ensuring appropriate training has been undertaken, including for temporary or contracted staff.

Data protection training is a crucial element of staff awareness. All individuals need to be aware of their obligations relating to any personal data they process as part of their school duties. Failure to adhere to this policy can result in serious misconduct and lead to the prosecution of employees.

18. Risk Management

As part of Bridlington School's approach to risk management, there are supporting procedures, which must be adhered to by all staff:

- Appropriate Policy Document
- Data Protection Breach procedure
- Data Protection Impact Assessment Procedure
- Privacy Notices and consent guidance

19. Outcomes and Impacts

- Prevent the inappropriate use of personal data held by Bridlington School.
- Ensure employees are aware of their responsibilities for handling personal data and that failure to do so could result in disciplinary proceedings and in some cases criminal proceedings.
- Ensure services and employees know who to contact for advice.
- Training requirements are identified and staff have the required level of data protection knowledge.
- Uphold data subjects' rights.
- Data processors working on behalf of Bridlington School are aware of their responsibilities and handle personal data in accordance with this policy.
- Bridlington School has an appointed DPO and their duties are defined.
- Bridlington School is compliant with data protection legislation.

20. Policy Implementation

The Data Protection Policy will be implemented through the:

- Approval of the Headteacher and Governing Board

21. Evaluation

The Data Protection Policy will be subject to an annual review to ensure that it is appropriate and responsive to all relevant legislation and guidance.

22. References

Data Protection Act 2018
ICO
General Data Protection Regulation
Crime Directive
Data Protection, Privacy and Electronic Communications Regulations 2019
Human Rights Act 1998
Digital Economy Act 2017
Freedom of Information Act 2000
Information: To Share Or Not To Share? The Information Governance Review
Age appropriate design: a code of practice for online services

Appendix 1 - Appropriate Policy Document

1. Scope

The Data Protection Act 2018 outlines the requirement for an appropriate policy document to be in place when processing special category and criminal offence data under certain specified conditions.

In order to operate effectively, Bridlington School has to process personal information which is listed in Schedule 1 of the Data Protection Act 2018. Almost all of the conditions in Schedule 1 of the Data Protection Act 2018, require an Appropriate Policy Document in place.

The School is committed to demonstrating that its processing of Schedule 1 conditions is compliant with the requirements of the UK General Data Protection Regulation (UK GDPR) Article 5 principles. This Appropriate Policy Document therefore complements the School's record of processing under Article 30 of the UK GDPR and provides special category and criminal offence data with further protection and accountability.

2. Description of processing which requires an appropriate policy document

Schedule 1, Part 1 – Conditions relating to employment, social security and social protection.

Employment, social security and social protection

- Processing personal data concerning health in connection with our rights under employment law.
- Processing data relating to criminal convictions under Article 10 UK GDPR in connection with our rights under employment law in connection with recruitment, discipline or dismissal.

Schedule 1, Part 2 – Substantial Public Interest Conditions

Statutory etc. and government purposes

- Fulfilling the school's obligations under UK legislation for the provision of education to school aged children within the East Riding.
- Complying with other legal requirements, such as the requirement to disclose information in connection with legal proceedings.
- We may also process criminal offence data under this condition.

Equality of opportunity or treatment

- Ensuring compliance with the School's obligations under legislation such as the Equality Act 2010.
- Ensuring that we fulfil our public sector equality duty when carrying out our work.
- Ensuring we provide equal access to our services, to all pupils in recognition of our legal and ethical duty to represent and serve pupils.

Preventing or detecting unlawful acts

- Processing data concerning criminal records in connection with employment in order to reduce the risk to the School and safeguard pupils and the wider community.
- Disclosing data to support the prevention or detection of unlawful acts

Protecting the public against dishonesty etc.

- Processing data concerning dishonesty, malpractice or other improper conduct in order to safeguard and protect pupils and the wider community.
- Carrying out investigations and disciplinary actions relating to our employees.
- Regulatory requirements relating to unlawful acts and dishonesty etc.
- Assisting other agencies in connection with their regulatory requirements.

Support for individuals with a particular disability or medical condition

- To provide services or raise awareness of a disability or medical condition in order to deliver services to individuals.

Counselling

- For the provision of confidential counselling, advice or support or of another similar service provided confidentially.

Safeguarding of children and individuals at risk

- Protecting vulnerable children and young people from neglect, physical, mental or emotional harm.
- Identifying individuals at risk while attending emergency incidents.
- Obtaining further support for children and individuals at risk by sharing information with relevant agencies.

Insurance

- Information that is necessary for insurance purposes.

Occupational pensions

- Fulfilling the School's obligation to provide an occupational pension scheme.

Schedule 1, Part 3 – Additional Conditions Relating to Criminal Convictions, etc.

- The School may process personal data relating to criminal convictions in connection with its service obligations or as part of recruitment and employment checks to safeguard and protect pupils and the wider community against dishonesty.

3. Data Protection Principles

Article 5 of the UK GDPR states that personal data shall be:

- Processed lawfully, fairly and transparently
- Collected for specific and legitimate purposes and processed in accordance with those purposes
- Adequate, relevant and limited to what is necessary for the stated purposes
- Accurate and, where necessary, kept up-to-date
- Retained for no longer than necessary, and
- Kept secure

In addition, Article 5 requires that the data controller shall be responsible for, and able to demonstrate compliance with, these principles (the accountability principle).

Processed lawfully, fairly and transparently

- The School provides clear and transparent information about why we process personal data including our lawful basis for processing in our privacy notices and policy documents.
- Our processing for purposes of substantial public interest are necessary to exercise our functions which are outlined in legislation.
- Our processing for the purposes of employment relates to our obligations as an employer.
- We also process special category personal data to comply with other obligations imposed on the School in its capacity as an educational institute e.g. the Equality Act.
- The Senior Leadership Team and Governors oversees policy work and monitors compliance in all areas of Information Governance, as outlined in its terms of reference.
- We carry out data protection impact assessments to ensure processing is fair and lawful.

Collected for specific, explicit and legitimate purposes

- We process personal data for purposes of substantial public interest as explained above when the processing is necessary for us to fulfil our statutory functions, where it is necessary for complying with or assisting another to comply with a regulatory requirement, to establish whether an unlawful or improper conduct has occurred, to protect the public from dishonesty, preventing or detecting unlawful acts or for disclosure to elected representatives.
- We are authorised by law to process personal data for the purposes outlined above.
- We process personal data only when it is necessary and proportionate.
- If we are sharing data with another controller, we will document that they are authorised by law to process the data for their purpose. We implement data sharing agreements using the Humber Information Sharing Charter.
- We will not process personal data for purposes incompatible with the original purpose it was collected for. If we do use personal data for a new purpose that is compatible, we will inform the data subject first.

Adequate, relevant and limited to what is necessary for processing

- We collect personal data necessary for the relevant purposes and ensure it is not excessive.
- The information we process is necessary for and proportionate to our purposes. Where personal data is provided to us or obtained by us, but is not relevant to our stated purposes, we will erase it.

Accurate and kept up to date with every effort to erase or rectify without delay

- Where we become aware that personal data is inaccurate or out of date, having regard to the purpose for which it is being processed, we will take every reasonable step to ensure that data is erased or rectified without delay. The School has processes in place to help people do this.
- If we decide not to either erase or rectify it, for example because the lawful basis we rely on to process the data means these rights don't apply, we will document our decision.

Kept in a form such that the data subject can be identified only as long as is necessary for processing.

- All data processed by the School, unless retained longer for archiving purposes, will be retained for the periods set out in our retention schedules. The requirement for retention schedules is outlined in our Information Retention Policy.

- We determine the retention period for this data based on our legal obligations and the necessity of its retention for our business needs.
- Our retention schedule is reviewed regularly and updated when necessary.
- We anonymise data when possible.

Processed in a manner that ensures the appropriate security

- The School will carry out risk assessments taking into account state of the art technical measures, the costs of implementation and the risk/likelihood to individuals if a security breach occurs and the effect of any security breach on the School itself.
- Both the School and its processors shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.
- When assessing appropriate organisational and technical measures, the Finance & Operations Manager, Head Teacher and the DPO will consult with other relevant services, such as ICT, Human Resources and Audit.
- Our Senior Leadership Team and Governors meet regularly to ensure suitable information security governance is deployed throughout the School.
- Employees working within the School are to undertake a Disclosure and Barring Service (DBS) check.
- All of our staff are trained in data protection matters.
- Technical security controls such as encryption are employed to secure sensitive information within systems.
- Role-based access controls are implemented to restrict access to sensitive data.
- Where possible, anonymisation or pseudonymisation are used to reduce the risk of sensitive data being compromised.

Accountability principle

- The appointment of a Data Protection Officer.
- Taking a 'data protection by design and default' approach to our activities.
- Maintaining documentation of our processing activities.
- We have written contracts in place with our data processors.
- Implementing appropriate security measures in relation to the personal data we process.
- Carrying out data protection impact assessments for our high risk processing.
- Regularly reviewing our accountability measures and update or amend them when required.
- The Senior Leadership Team and Governors are responsible for ensuring that the school is compliant with Information Governance duties.
- All staff are routinely trained in key areas, including data protection.

4. Additional special category processing

The School processes special category personal data in other instances where it is not a requirement to keep an appropriate policy document. Our processing of such data respects the rights and interests of the data subjects. We provide clear and transparent information about why we process personal data including our lawful basis for processing in our privacy notices.

5. Evaluation

The appropriate policy document will be subject to an annual review to ensure that it matches service delivery and the information being processed by the School.

6. References

Data Protection Policy
Data Protection Act 2018
General Data Protection Regulation
Crime Directive
Data Protection, Privacy and Electronic Communications Regulations 2019

APPENDIX 2 - Requesting Information from a School

Educational Records Request

The *Education (Pupil Information) (England) Regulations 2005* allows any person who has parental responsibility of a child to access a child's education records without the consent of the child. Access to education records is a separate right and not covered by data protection legislation.

This covers information that comes from a teacher or other employee of a local authority or school, the pupil or a parent, and is processed by or for the school's governing body or teacher, except for information the teacher has solely for their own use.

It will cover information such as the records of the pupil's academic achievements as well as correspondence from teachers, local education authority employees and educational psychologists engaged by the school's governing body. It may also include information from the child and/or from a parent.

Information provided by the parent of another child would not form part of a child's educational record. There are certain circumstances where the school can withhold an educational record; for example, where the information might cause serious harm to the physical or mental health of the pupil or another individual.

This request should be completed within 15 school days. These records may be viewed for free, but the copies are charged on a sliding scale.

Number of pages	Maximum fee	Number of pages	Maximum fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	450-499	£45
90-99	£9	500+	£50

Subject Access Request (SAR)

Data Protection Regulations gives an individual the right to make a SAR. This request applies to all data held by the school. Most of the personal information a school holds on a pupil will form part of the educational record, however some information falls outside of the education record, and can be requested via a SAR.

The right is available to pupils, parents, staff and anyone else whose personal data is held by a school. Anyone with parental responsibility may make a subject access request in respect of their child. However, if the child is aged 12 and over, their consent should be obtained before the school discloses personal data to a parent, as this is the age at which a child is deemed able to make a subject access request for themselves.

A SAR must be fulfilled within **one calendar month** and is free of charge. Schools must respond to SAR requests even during the school holidays. There are no special rules to allow you to extend the time period for a SAR if you receive it when the school is closed.

Schools may withhold information in certain circumstances, such as where serious harm may be caused to the requester's physical or mental health, or the health of another individual, or where the request is for an exam script or for exam marks before they are officially announced.

There are restrictions around third party information, including information about other family members e.g. siblings, parents, grandparents, and you must consider the rules about third party information before disclosing it to the requestor. However you should not normally withhold information that identifies a teacher or other member of teaching staff, as they are known to the child/parent already.