



CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

Be the best you can be through:

challenge, nurture, inspiration, respect, happiness, inclusion, in a safe, loving Christian family.

Data Protection (GDPR) Policy

Chollerton C.E. Aided First School ("the School") is committed to processing personal information fairly and lawfully in compliance with the **General Data Protection Regulation (GDPR)**, the **Data Protection Act 2018 (DPA)**, and other relevant legislation. We acknowledge the importance of safeguarding personal information and have updated this policy to reflect changes in the law.

The School processes personal information about staff, pupils, parents, guardians, and other individuals. We understand that correct and lawful handling of personal data is vital to maintaining the trust of those associated with our School.

ABOUT THIS POLICY

This policy outlines our approach to data protection compliance and staff responsibilities regarding personal information. It does not form part of any employee's contract and may be amended at any time.

DEFINITION OF TERMS

- **Data Subject:** An identifiable natural person whose personal information is processed (e.g., staff, pupils, parents).
- **Personal Information:** Any data that relates to a data subject, such as attendance records, medical conditions, and photographs.
- **Privacy Notices:** Documents explaining what information we collect, why we collect it, and the lawful basis for processing.
- **Data Controller:** The entity determining how personal information is processed. The School is a data controller.
- **Data Users:** Staff members processing personal information, required to protect the data according to this policy.
- **Processing:** Any operation performed on personal data (e.g., collection, storage, deletion).
- **Special Category Data:** Sensitive data requiring additional safeguards, including health information and beliefs.

DATA PROTECTION PRINCIPLES

When processing personal information, we will adhere to the following principles:

1. **Lawfulness, Fairness, and Transparency:** Process data lawfully, fairly, and in a transparent manner.
 2. **Purpose Limitation:** Collect data for specified, legitimate purposes only.
 3. **Data Minimisation:** Ensure data is adequate and relevant to the purpose of processing.
 4. **Accuracy:** Keep personal information accurate and up to date.
 5. **Storage Limitation:** Retain data only for as long as necessary for its purpose.
 6. **Security:** Implement appropriate measures to protect personal information.
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DATA PROTECTION OFFICER (DPO)

The School has appointed **Wallis Bath** as its Data Protection Officer. The DPO is responsible for:

- Monitoring compliance with data protection laws and policies.
 - Advising on data protection impact assessments.
 - Serving as the point of contact for the Information Commissioner's Office and other stakeholders.
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LAWFULNESS AND FAIRNESS

We will process personal information only if at least one lawful basis applies, such as:

- The data subject's consent.
- Necessity for contractual obligations.
- Compliance with legal obligations.
- Protection of vital interests.
- Performance of a public task.

For special category data, additional conditions must be met.

CONSENT

Where consent is required, we will ensure that:

- Consent is clearly obtained from the data subject.
 - Data subjects can withdraw consent at any time.
 - We maintain records of consent.
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TRANSPARENCY

We will provide clear information to data subjects through **Privacy Notices** regarding how their data is processed.

INDIVIDUAL RIGHTS

Data subjects have the right to:

- Access their personal data.
 - Rectify inaccurate information.
 - Request erasure of personal information.
 - Restrict processing of their data.
 - Object to processing.
 - Receive their data in a portable format.
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DATA SECURITY

We will implement appropriate measures to protect personal information from unauthorised access, loss, or damage. This includes both technical and organisational safeguards.

ACCOUNTABILITY

The School is accountable for complying with data protection principles and will demonstrate this through:

- Appointing a qualified DPO.
 - Implementing data protection policies and training.
 - Conducting audits and maintaining records of processing activities.
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DISCLOSURE AND SHARING OF PERSONAL INFORMATION

We will only share personal information when necessary and will inform data subjects about this in accordance with this policy. Potential recipients may include other schools, local authorities, and the Department of Education.

DATA BREACHES

All data breaches must be reported and managed according to the School's internal breach reporting procedures.

CHANGES TO THIS POLICY

The School reserves the right to modify this policy at any time, with changes communicated accordingly.

Date approved by the Governing Body:

Signed by -

.....Ummu Feeley.....

This policy was reviewed: Autumn 2024

Date of next review: Autumn 2025