



# Windsor Park CE Middle School

*Learning for Life*

*"Teach me good judgement and knowledge"*

*Psalms 119:66*

## UK GDPR Policy

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RESPECT 'clothe yourself with compassion, kindness, humility, gentleness and patience'

RESILIENCE 'I can do anything through Christ who strengthens me'

RESPONSIBILITY 'for God gave us a spirit not a fear, but a power and love and self-control'

## OUR VISION

### Learning for Life

“Teach me good judgement and knowledge”  
*Psalm 119:66*

**As an inclusive Church of England school, who aim to provide transformational experiences for all God’s children within our care, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms encouraging pupils and staff to live life in all its glory and flourish.**

## OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

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This policy sets out how the school deals with personal information correctly and securely and in accordance with the General Data Protection Regulation, and other related legislation.

## 1. Aims

Our school aims to ensure that all data collected about staff, pupils, parents, governors and visitors is collected, stored and processed in accordance with the Data Protection Act 2018 and UK GDPR. This policy applies to all data, regardless of whether it is in paper or electronic format.

## 2. Legislation and guidance

This policy meets the requirements of the Data Protection Act 2018 and UK GDPR, and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education.

In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record.

## 3. Definitions Term

### Definition

#### Personal data

Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified

#### Sensitive personal data

Data such as:-

- Racial or Ethnic Origin
- Political Opinions
- Religious Beliefs or beliefs of a similar nature
- Where a person is a member of a trade union
- Physical or mental health
- Sexual Orientation
- Whether a person or has been alleged to have committed an offence
- Criminal Convictions

#### Processing

Obtaining, recording or holding data

#### Data Subject

The person whose data is being held or processed

#### Data Controller

The person or organisation that determines the purposes for which, and the manner in which personal data is processed.

#### Data Processor

A person, who processes the data on behalf of the data controller.

## 4. The data controller

Our school collects, processes and uses personal information relating to pupils, staff, governors and visitors, and, therefore, is a data controller. The school is registered as a data controller with the Information Commissioner's Office and renews this registration annually. 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.

## 5. Data protection principles

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

1. Personal data shall be processed lawfully, fairly and in a transparent manner.
2. 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*).
3. Personal data shall be adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive.
4. Personal data shall be accurate and where necessary, kept up to date.
5. 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.
6. Personal data shall be processed in a manner that ensures appropriate security of the data.

Personal data shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data in relation to the processing of personal data

## 6. Roles and responsibilities

The governing board has overall responsibility for ensuring that the school complies with its obligations under the Data Protection Act 2018 and UK GDPR.

Day-to-day responsibilities rest with the Head Teacher and Data Protection Officer. The Head Teacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy. Staff must also inform the school of any changes to their personal data, such as a change of address.

The school's data protection officer is

Natalie Morrissey  
Information Governance Manager  
Staffordshire County Council  
Staffordshire Place 1  
Stafford  
ST16 2DH  
[dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)  
01785 278109

Individuals also have the right to contact the Information Commissioner who can be contacted at [www.ico.gov.uk](http://www.ico.gov.uk)

## School's 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.
- 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 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.

- Provide 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.

The Headteacher ensures that only authorised personnel have access to the personal information whatever medium (*paper or electronic*) it is stored in.

- 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 it is needed.
- Ensure that when information is destroyed that it is done so appropriately and securely.
- Share personal information with others only when it is legally appropriate to do so.
- 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 EEA without the appropriate safeguards.
- Ensure that all staff and governors are aware of and understand these policies and procedures.

## 7. Privacy notices

A full copy of the privacy notice is available on the school website.

### 7.1 Pupils and parents

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details.
- Results of internal assessment and externally set tests.
- Data on pupil characteristics, such as ethnic group or special educational needs.
- Exclusion information.
- Details of any medical conditions.
- Details of legal requirements and instructions concerning individual pupils.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We share information about pupils with external providers of classroom resources for the purposes of teaching and learning, but otherwise will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of this policy.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

### 7.2 Staff and Governors

We process data relating to those we employ to work at, or otherwise engage to work at, our school. The purpose of processing this data is to assist in the running of the school, including to:

- Enable individuals to be paid.
- Facilitate safe recruitment.
- Support the effective performance management of staff.
- Improve the management of workforce data across the sector.
- Inform our recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable ethnicity and disability monitoring.
- Support the work of the School Teachers' Review Body.

- Comply with legislation.

Staff personal data includes, but is not limited to, information such as:

- Contact details.
- National Insurance numbers.
- Salary information.
- Qualifications.
- Absence data.
- Personal characteristics, including ethnic groups.
- Medical information.
- Outcomes of any disciplinary procedures.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We share information about our staff with external providers of classroom resources for the purposes of teaching and learning, but otherwise we will not share information about staff or governors with third parties without consent unless the law allows us to.

We are required, by law, to pass certain information about staff and governors to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

Any staff member wishing to see a copy of information about them that the school holds should contact the Head Teacher.

## **8. Subject access requests**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests can be submitted in writing or by any other means. School staff must complete a Subject Access Request Form and ensure all information relating to the request is captured accurately. If staff receive a subject access request they must immediately forward it to the Head Teacher.

### **8.1 Children and subject access requests**

Personal data about a child belongs to that child, and not the child's parents or carers.

The school will consider whether the child is mature enough to understand their rights. If the request is from a child and we are confident they can understand their rights, we will usually respond directly to the child. We may, however, allow the parent or guardian to exercise the child's rights on their behalf if the child has authorised this, or if it is evident that this is in the best interests of the child. Children aged 12 and above are generally regarded to be mature enough to understand their rights and any possible implications, but we will always apply professional judgement to ensure that the child does indeed have this capacity. Therefore, any subject access requests from parents or carers of pupils aged above 12 may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

## 8.2 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child
- Is deemed exempt
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

## 9. Other data protection rights of the individual

In addition to the right of access (as above) individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the Head Teacher. If staff receive such a request, they must immediately forward it to the Head Teacher.

## 10. Parental requests to see the educational record

Under the Education (Pupil Information) (England) Regulations 2005, parents, or those with parental responsibility, have a legal right to view their child's educational record (which includes most information about a pupil) free of charge.

If a parent or carer makes a request for a copy of the record, we will provide this within 15 school days and we may charge a fee for the copy, however, the fee must not exceed the cost of supply.



## **11. Storage of records** (written in conjunction with Staffordshire County Council Information Guidance)

Any paper-based records and portable electronic devices, such as laptops and hard drives, which contain personal information must be kept secure when not in use.

Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals, via automatic reminders set up by our MSP.

Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access.

Where personal information needs to be taken off site i.e. for a school trip (in paper or electronic form), the paper documents will be returned to the school office to be confidentially shredded and electronic copies will be deleted.

Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices.

It is not permitted to use personal email addresses, such as yahoo or hotmail for professional use. Staff and Governors must use their school email address. When sending confidential information by email staff must encrypt the email or password protect the document.

Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment.

System back-ups are managed by the MSP, they satisfy the criteria from the DfE RPA Insurance. The back-up tapes are encrypted and stored securely.

All staff have passwords for printing, scanning and photocopying ensuring confidentiality. Cover Supervisors are provided with a temporary guest logon which does not give access to the network, but limited access to Microsoft Office, and have no access to school secure data.

Asset registers are recorded on Parago. The Headteacher, Business Manager and Governors review on an on-going basis.

Any visitor arriving on site enters via reception and complete ID checks upon arrival.

Any breach of Information Security must be reported to the Headteacher by completing an Information Security Incident Report form for investigation and recommendations to be made.

## **12. Disposal of records**

The school follows the Information Records Management Society (IRMS) Schools Toolkit for guidance on suitable retention. See separate document.

## **13. Training**

Our staff and governors are provided with data protection training as part of their induction process and at least annually.

Data protection will also form part of continuing professional development, where changes to legislation or the school's processes make it necessary.

## **14. Monitoring arrangements**

The Head Teacher and nominated governor representative are responsible for monitoring and reviewing this policy and where necessary advice will be sought from our Data Protection Officer. At every review, the policy will be shared with the local governing board.

## **15. Links with other policies**

Privacy Notice  
Freedom of Information Act Policy  
Freedom of Information Act Publication Scheme

## **16. Complaints**

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information should be brought to the school in the first instance.