

SLADEFIELD INFANT SCHOOL

Data Protection Policy

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Sladefield Infant School

Data Protection Policy

1. Aims

Sladefield Infant School is committed to upholding the key principles within data protection law.

This policy sets out how we will do that, by:

- applying data protection law to the day-to-day work of the school;
- clarifying roles and responsibilities with respect to our data protection duties;
- outlining the ways we will process different kinds of personal data, including the various security arrangements we will put in place; and
- explaining how we will uphold the rights people have under data protection law.

2. About this policy

This policy applies to all personal data used by the school, to carry out its functions. It does not form part of any contract of employment and may be amended at any time.

Any breach of this policy – by any staff member, apprentice, volunteer or governor may result in disciplinary or other action.

This policy meets the requirements of the GDPR and Data Protection Act 2018 and is based upon guidance from the Information Commissioner's Office (ICO).

It also meets the requirements of the Protection of Freedoms Act 2012.

This policy links with our:

- Privacy Notices;
- Retention Schedule; and
- CCTV Procedures;

3. Definitions

In this policy, the functions of the school are the provision of education as well as any pastoral, business, administrative, community or similar activities associated with that provision. References to our functions are references to these activities.

Term	Definition
Personal data	Any information relating to an identified, or identifiable, living individual. Examples include: contact details; identification numbers; assessment data; location data; financial data; online identifiers; etc.
Special category data	Types of personal data that are more sensitive, and so need more protection. It includes information about and individual's: <ul style="list-style-type: none">• racial or ethnic origin;• political opinions;

	<ul style="list-style-type: none">• religious or philosophical beliefs;• trade union membership;• genetics;• biometrics, where used for identification purposes;• physical or mental health; and• sex life or sexual orientation.
Criminal offence data	Any personal data relating to the commission of, or proceedings for, any criminal offence committed, or alleged to have been committed by a person.
Processing	Anything done to personal data, including: collecting; recording; organising; structuring; storing; adapting; altering; retrieving; using; disseminating; erasing; or destroying. Processing can be manual or automated.
Data protection law	All laws applicable to England and Wales that relate to the processing of personal data – as may be amended, re-enacted, replaced or superseded from time to time – including: <ul style="list-style-type: none">• the General Data Protection Regulation ((EU) 2016/679) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426), or else any laws which incorporate those provisions in the event of the United Kingdom’s withdrawal from the European Union; and• the Data Protection Act 2018.
Data subject	The identified, or identifiable, living individual whose personal data is processed.
Data controller	A person or organisation that determines the purposes and the means of processing personal data. Sladefield Infant School is the data controller for all personal data, used to carry out its functions.
Data processor	A person or organisation, other than an employee of the school, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

4. Roles and responsibilities

4.1 Governing Board

The Governing Board has overall responsibility for ensuring that the school complies with all relevant data protection obligations to which it is subject.

4.2 Data Protection Officer

The Data Protection Officer (DPO) is responsible for:

- overseeing the implementation of this policy;
- monitoring the school’s overall compliance with this policy and data protection law;
- advising on the development of related policies, procedures and guidelines;
- supporting with Data Protection Impact Assessments;
- acting as a contact point for data subjects and the supervisory authority; and
- advising and supporting the school to meet its data protection obligations

- reporting on activities, including any advice and recommendations about any data protection issues, directly to the Board of Governors.
- investigating personal data breaches
- responding to information requests

Our DPO support is provided Services 4 Schools Ltd, they can be contacted by email at: dpo@slfield.bham.sch.uk

4.4 School Business Manager

The School Business Manager is responsible for:

- Liaising with the DPO to advise and supporting the school to meet it's data protection obligations;
- developing and maintaining any procedures and associated documentation required to operationalise this policy;
- ensuring a consistent approach to data protection across the school;
- support in the DPO in responding to information requests

4.5 Headteacher

The Headteacher is responsible for:

- providing day-to-day leadership on data protection issues within school;
- ensuring their all staff fulfil their duties around data protection;
- arranging appropriate training and guidance to support staff in meeting their duties under data protection law;
- support in the DPO in investigating personal data
- ensuring all staff complete any training arranged.

4.6 All Staff

All staff are responsible for:

- processing personal data in accordance with this policy, any associated guidance and any supplementary procedures issued by school;
- informing the School Business Manager about any relevant changes to their own personal data, such as a change of address (for example);
- fully participating in all data protection training arranged for them, including familiarising themselves with any updated guidance that is
- cooperating with any reasonable request for involvement in compliance monitoring;
- reporting any personal data breach for which they are responsible, as soon as they become aware of it, in accordance with section 12 of this policy; and
- notifying the Headteacher or DPO if they:
 - have any questions about the operation of this policy or data protection law;
 - have any concerns that this policy is not being followed;
 - are unsure whether they can use personal data in a particular way; or
 - receive a request from an individual to exercise their rights, in accordance with section 11 of this policy.

5. Collecting personal data

We will only collect personal data where we have identified and documented a lawful basis on which to do so. For special categories of personal data, we will meet both a lawful basis and a condition outlined within data protection law to allow that data to be processed.

For criminal offence data, we will meet both a lawful basis and a condition outlined within data protection law.

Whenever we collect personal data, we will provide the data subject with the relevant information required by data protection law unless the data subject has already been given this information or it would be otherwise unreasonable to provide it.

We will only collect the personal data that is necessary to fulfil the purposes for which it is required.

In the event we intend to use personal data for a purpose that differs from the one for which it was originally collected, we will inform the data subject before such processing takes place and we will seek consent where necessary.

6. Storing personal data

We will protect the confidentiality, integrity and availability of the personal data we process. That is:

- only people who are authorised to use the data will be allowed to access it (confidentiality);
- the data will be kept accurate and up-to-date (integrity); and
- the data will be stored on central systems – not on individual computers or drives – to ensure all authorised users will be able to access it for authorised purposes (availability).

We will take appropriate organisational and technical steps to minimise the risk that personal data is lost, damaged or accessed without authorisation. Such measures will include, for example:

- entry controls to restrict physical access to areas in which personal data is stored;
- user-level or role-based permissions to control access to electronic records;
- encryption to protect electronic records;
- secure, lockable storage facilities for paper records;
- frequent backups to enable lost or damaged data to be restored;
- regular data-checking exercises to ensure data is accurate and up-to-date; and
- regular training to ensure staff are aware of our expectations for good practice.

Staff can find details about their obligations relating to data security in:

- the staff code of conduct; and
- the staff guidance distributed by the school.

7. Sharing personal data

We may share personal data with our staff.

We often need to share personal data with other organisations in order to carry out our functions. This includes, but is not limited to, where:

- we use a third party supplier or contractor to help us carry out our functions;
- we are required to complete a data return to another public sector organisation, such as the Department for Education; and

- we need to report a serious concern about the safety of our pupils or staff.

We will take appropriate organisational and technical steps to ensure personal data is shared securely. Such measures will include, for example:

- data processing agreements for any third parties who process personal data on our behalf;
- passwords to restrict access to electronic files;
- encryption to protect email contents (particularly those to external organisations); and
- pseudonymisation or anonymisation, where this would not undermine the processing.

Where we transfer personal data internationally, we will do so in line with data protection law.

8. Disposing of personal data

We will only retain personal data for as long as we need it in order to fulfil the purposes for which it was processed. We will maintain a retention schedule to outline how long we will keep different types of personal data.

Once personal data is no longer needed, we will dispose of it securely. Disposal methods include:

- onsite or secure offsite shredding for paper records;
- deleting or overwriting electronic records; and
- physical destruction of redundant devices, drives, disks and other media.

9. Photographs and videos

We take photographs and record images of individuals within and around our premises, as well as some other situations such as during trips. We do this for various purposes, including to:

- identify pupils in order to operate certain systems and services,
- identify staff and visitors so that we know who is permitted to be on-site;
- celebrate pupils' work and general life;
- help showcase the school as part of our marketing and promotional materials; and
- operate our CCTV systems.

We will obtain written consent before we use an individual's image as part of our marketing and promotional materials, unless we are otherwise licensed to use the image for such a purpose. Where consent is required in relation to a pupil's image, we will request it from their parent/carer.

We will clearly explain how any image will be used prior to collecting consent. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will take reasonable steps to cease using the image as part of our marketing and promotional materials.

Any photographs or videos taken by parents/carers at school events for their own personal use are not covered by data protection law. However, for safeguarding reasons, such images should not be shared publicly – particularly on social media – where they include other people.

For other purposes, however, consent to use people's images may not be required.

We use CCTV in various locations around school site to ensure it remains safe. We will adhere to the ICO's code of practice for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the School Business Manager.

We will maintain a separate policy relating to the operation of our CCTV systems.

10. Rights of data subjects

We are committed to upholding individuals' rights under data protection law.

It is important to understand that not all of these rights apply at all times. However, we will ensure all requests to exercise individuals rights are considered in a fair and lawful manner.

We may need to ask for identification from the person making the request before we act upon it.

10.1 Right to be informed

People have the right to be informed about what personal data we collect about them and how we use it. We will uphold this right by:

- providing data subjects with the relevant privacy notice at the time we collect their personal data, unless this information has already been given to them or it would be otherwise unreasonable to provide it.

10.2 Right of access

People have the right to access their personal data. We will uphold this right by:

- ensuring staff are able to recognise such a request made by any other method; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.3 Right to rectification

People have the right to have their personal data corrected if it is inaccurate, or completed if it is incomplete. We will uphold this right by:

- conducting regular data-checking exercises to give people the opportunity to identify inaccurate data;
- ensuring staff are able to recognise a request to amend personal data; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.4 Right to erasure

People have the right to have their personal data erased in certain circumstances. We will uphold this right by:

- ensuring staff are able to recognise a request to erase personal data; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.5 Right to restrict processing

People have the right to request that we limit how we use their data in certain circumstances. We will uphold this right by:

- ensuring staff are able to recognise a request to restrict processing; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.6 Right to data portability

People have the right to obtain and reuse their personal data across different services by copying or transferring it between systems in a secure way. We will uphold this right by:

- ensuring staff are able to recognise a request for data portability; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.7 Right to object

People have the right to object to the processing of their personal data in certain circumstances. We will uphold this right by:

- including clear information about this right as part of our privacy notices, as well as any just-in-time notices we may use;
- ensuring staff are able to recognise a request for data portability; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.8 Rights related to automated decision-making, including profiling

People have the right not to be subject to a decision based solely on automated processing, including profiling, which has a significant affect upon them. We will uphold this right by:

- informing people, as part of our privacy notices, about any processing activity that uses automated decision-making and/or profiling;
- completing a data protection impact assessment for any processing activity that is based solely on automated processing, including profiling, and implementing any agreed actions that arise from any such assessment (see section 13);
- ensuring staff are able to recognise a request made under this right; and
- appointing particular staff members to co-ordinate the responses to such requests, and ensuring those staff members are properly trained and supported.

10.9 Parental requests to see the educational record

- Parents, or those with parental responsibility, can request to access to their child's educational record (which includes most information about a pupil). The school should make this information available within 15 school days of receipt of a written request.

11. Personal data breaches

We will take all reasonable steps to minimise the risk of a personal data breach. However, where a data breach does occur, it is important that staff know to report issues quickly.

On discovering or causing a breach, or potential breach, the staff member must report it immediately to Headteacher and or Data Protection:

dpo@slfield.bham.sch.uk

Breaches that occur will normally be investigated by the DPO and Headteacher. However, if this would create a conflict of interest, the investigation will be completed by the DPO and the Chair of Governors.

All breach investigations will:

- assess the likely risk to individuals as a result;
- determine the cause of the issue
- recommend any actions that might be taken to mitigate that risk; and
- reflect on how to reduce the likelihood that a similar breach will occur in future.

In the event that the investigation finds a risk to rights of individuals is likely, we will report the breach to the ICO. Where feasible, we will do this within 72 hours; otherwise, we will do this without undue delay. Any such reports will be completed by our Data Protection Officer.

In the event that the investigation finds a risk to individuals is high, we will notify those individuals directly and without undue delay.

We will record all personal data breaches, including those that are not reported to the ICO.

12. Data protection impact assessments

In the event we plan to introduce a new data processing activity, or that we plan to change the way any existing processing is conducted, we will consider whether to carry out an impact assessment.

It is the Headteacher and School Business Manager's responsibility to ensure that the DPO is notified in the early stages of any project that involves personal data.

Where the DPO decides an impact assessment should be carried out, it will be completed during the project planning stage *before* any decisions are made about whether to approve the processing. This will allow us to identify the associated data protection risks early enough that we can act to minimise them.

13. Training and support

We are committed to supporting our staff to meet their duties relating to data protection. Accordingly, we expect all staff to complete:

- a mandatory induction in data protection when they join the school, which will include:
 - an essential overview of basic data protection;
 - the detailed guidance about our expectations for good practice; and
 - a copy of this policy; and
- mandatory annual refresher training.

We will keep a record of the mandatory training completed by our staff.

Staff will have ongoing access to training materials in case they would like to refresh their own understanding of the content.

Staff will also have access to key people in case they have any questions about data protection or any concerns about poor practice.

15. Monitoring and review

The Data Protection Officer will independently monitor our compliance with this policy – and with data protection law more broadly – on an annual basis. Independent monitoring will include:

- site walks to identify any examples poor practice to address, or good practice to share;
- interviews to assess the level of understanding among staff and to identify any potential training requirements;
- a review of any data breaches to assess how they were handled and learned from; and
- a scheduled audit of compliance

The results of independent monitoring will be reported directly to the Governing Board and copied to the Headteacher.

The Data Protection Officer may carry out additional monitoring at their discretion.

This policy will be reviewed by the Governing Board every two years, or else following any proposal to change to its content significantly.