

Bickerton Holy Trinity Church of England Primary School



General Data Protection Regulation 2018 (GDPR) Policy

Person responsible for policy:	Paul Sweetnam
Approved on:	20 th October 2022
Signed:	Chair of Governors Vice Chair of Governors
To be reviewed on:	October 2023



Our School Prayer

This is our school,
Let peace be here,
Let it be full of happiness.

Let love be here.
Love of one another,
Love of everyone,
Love of life itself,
And love of God.

Amen

Mission statement

Respect for oneself and others is central to our mission of giving every child in our school the highest standard of education and care within a Christian community.

Our School Rules

Respect and take care of each other.
Treat others how you would like to be treated.
Share and use the school's equipment carefully.
Listen to each other and to adults at school.
Help others to learn.

SECTION A: POLICIES

General

This section contains the policies that the governing body has decided shall apply to the school. Procedures specified by the head teacher to implement these policies are detailed in Section B.

The following terminology is used in this section:

“may” indicates a suggestion by the governing body to the head teacher;

“should” indicates a recommendation by the governing body to the head teacher and indicates what the governing body considers to be best practice;

“must” indicates a mandatory requirement determined by the governing body.

Where the head teacher is unable to implement any mandatory requirement specified in this section he must report the fact to the next meeting of the governing body or the appropriate committee and, in urgent matters, to the chair of governors.

Aims and Expectations

In order for us to be able to work effectively, we are required to keep and process personal data about staff, children, families and governors. This policy aims to ensure that all staff and governors are aware of their responsibilities in relation to how we use personal data in school with regard to the General Data Protection Regulation (GDPR), that we only hold information that is necessary, and that it is held securely.

The school is required to share some personal information with other organisations. The sort of data and the organisations with which it is shared are summarised in our privacy notice, which accompanies this policy in ‘Section B: Procedures’, and in our data asset register. We only share information which we need to share.

This policy should be read in conjunction with the following:

Safeguarding policy

Photograph policy

Privacy notice for pupils, parents and guardians

Data asset register.

The data asset register and the risk assessment should be updated when necessary with reference to the following questions:

- What data do we hold?
- How do we use it?
- Is it necessary?
- Is it kept securely in a manner appropriate to its sensitivity?

Reports by the DPO

The GDPR requires a named person to take on the role of 'data protection officer' (DPO) in order to help the school to comply with GDPR. This person cannot be the head teacher. In our school, the DPO is:

Data protection officer (DPO): Mrs Polly Powell

The DPO will audit the use of data and compliance with the school's policy, and is responsible for maintaining a data protection culture within the school. The DPO should report annually to the senior leadership of the school and to the governing body so that the governors have a strategic oversight of our use of personal data. At any point, if the DPO is concerned about the use of personal data, this will be reported immediately to the head teacher or deputy head teacher.

The head teacher is the named 'data controller' who has the responsibility for carrying out data impact assessments.

If parents wish to know more about the use of personal data, they should talk to the head teacher in the first instance.

Monitoring

The head teacher must monitor the effectiveness of this policy and report to the governing body with, if necessary, recommendations for improvements.

The head teacher must arrange for appropriate records to be maintained and reviewed.