

St Raphael's Catholic Primary School



Data Protection Policy

St Raphael's Catholic Primary School is committed to the protection of all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

Our school holds responsibility as the Data Controller and we will ensure that personal data is protected and kept safely and securely. We will ensure that our policy for data protection is used as the basis for collecting, storing, accessing, sharing and deleting personal data. We will use the GDPR as the benchmark for our standard for protecting personal data. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines. This policy applies to **all staff** employed by our school, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action. The governing board has overall responsibility for ensuring that our school complies with all relevant data protection obligations.

The Six Principles of GDPR:

- 1 Processed fairly lawfully and in a transparent manner
- 2 Used for specified, explicit and legitimate purposes
- 3 Used in a way that is adequate, relevant and limited
- 4 Accurate and kept up to date
- 5 Kept no longer than is necessary
- 6 Processed in a manner that ensures appropriate security of the data

Objectives

- To ensure that decision makers and key people in school comply with the statutory changes to the GDPR in which came into force in May 2018.
- To ensure that there will be regular reviews and audits of the information we hold to ensure that we fully meet the GDPR statutory requirements.
- To document the personal data we hold, where it came from and with whom it will be shared.
- To ensure that data collection, data handling, data storage and data disposal procedures are in line with the GDPR and cover all the rights individuals have, including how personal data is deleted and destroyed.

Strategies

- Data access request procedures will be handled within the timescales set out in the GDPR and we provide any additional information in line with the GDPR guidance.
- The processing of personal data will be carried out on a lawful basis as required by the GDPR.
- Where the school needs to seek consent, it will do so in a manner that meets GDPR standards.

- Any records of consent and the management of the process for seeking consent will also meet the GDPR standard.
- Where there is a personal data breach the procedures used to detect, report and investigate it will meet the requirements of the GDPR.
- The systems the school puts into place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity will meet the standard set in the GDPR.
- Data protection by design and data protection impact assessments will meet with the ICO's code of practice on privacy impact assessments as well as with the latest guidance.
- There will be an externally appointed Data Protection Officer who will be given responsibility for data protection compliance.
- When the school requests data we will provide appropriate privacy notices to explain why data is being and the purposes for which it is used.

Outcomes

The requirements of the GDPR will be met by our school as the basis for collecting, storing, accessing, sharing and deleting personal data. Data will be processed fairly, lawfully and in a transparent manner. It will be used for specified, explicit and legitimate purposes in a way that is adequate, relevant and limited. It will be accurate and kept up to date and kept no longer than is necessary. Data will be processed in a manner that ensures appropriate security of the data.

Roles and Responsibilities

Data Protection Officer

The Data Protection Officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the governing board and, where relevant, report to the board their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO. Full details of the DPO's responsibilities are set out in their job description.

Our DPO is MaryAnn Davison and is contactable via maryann@maryanndavison.com.

Head Teacher

The Head Teacher acts as the representative of the data controller on a day-to-day basis.

Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mrs L Lakner, Headteacher of School.

Further advice and information can be obtained from the Information Commissioner's Office, www.ico.gov.uk

Policy reviewed June 2024
Next review October 2025