



THE EDWARD RICHARDSON PRIMARY SCHOOL

GDPR (General Data Protection Regulation) POLICY

Date of last review	Summer 2026
Term next due for update	Summer 2027
Member of staff responsible for this update	Headteacher
Governor responsible for this update	Chair of Governors
Requirement	Statutory

Our Commitment:

Edward Richardson Primary School is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA).

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

Changes to data protection legislation shall be monitored and implemented in order to remain compliant with all requirements.

The member of staff responsible for data protection is Rachel Lawie (Bursar). The Data Protection Officer

for the school is Judy Carter, who can be contacted at judy.carter@infinityacademies.co.uk.

The school is also committed to ensuring that its staff are aware of data protection policies, legal requirements and adequate training is provided to them.

The requirements of this policy are mandatory for all staff employed by the school and any third party contracted to provide services within the school.

Staff Training and Policy Review:

The school ensures that staff receive adequate data protection training appropriate to their role and that this training is refreshed regularly. This policy will be reviewed annually, or sooner if required, to ensure compliance with current legislation and guidance.

Notification:

Our data processing activities will be registered with the Information Commissioner's Office (ICO) as required of a recognised Data Controller. Details are available from the ICO:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified immediately to the individual(s) concerned and the ICO.

Personal and Sensitive Data:

All data within the school's control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

The principles of the Data Protection Act shall be applied to all data processed:

1. Processed fairly and lawfully
2. Obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes
3. Accurate and, where necessary, kept up to date,
4. Adequate, relevant and not excessive in relation to the purposes for which it is processed
5. Not kept for longer than is necessary for those purposes
6. Processed in accordance with the rights of data subjects under the DPA
7. Protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage
8. Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information

The school processes personal data on lawful bases as defined under Article 6 and, where applicable, Article 9 of the GDPR. The lawful bases we rely on include: compliance with a legal obligation, the performance of a task carried out in the public interest or in the exercise of official authority, legitimate interests (where these do not override the rights and freedoms of the data subject), consent (where appropriate), and the protection of vital interests.

Fair Processing / Privacy Notice:

We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, parents and pupils prior to the processing of individual's data.

Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as 'Children' under the legislation.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

The intention to share data relating to individuals to an organisation outside of our Trust shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Data Sharing:

The school only shares personal data with third parties where there is a lawful basis to do so. Data sharing agreements or contracts are in place with all third parties with whom we share data, ensuring they process personal data in compliance with data protection law.

Data Security:

In order to assure the protection of all data being processed and inform decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individual's privacy in holding data related to them.

Risk and impact assessments shall be conducted in accordance with guidance given by the ICO:
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>
<https://ico.org.uk/about-the-ico/news-and-events/>

Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

The security arrangements of any organisation with which data is shared shall also be considered and these organisations shall provide evidence of the competence in the security of shared data.

Data Protection Impact Assessments (DPIAs):

Where processing is likely to result in a high risk to individuals' rights and freedoms, the school will carry out a Data Protection Impact Assessment (DPIA) in accordance with ICO guidance. This ensures risks are identified and mitigated before processing begins.

Data Access Requests (Subject Access Requests):

All individuals have the right to request access to their personal data held by the school, to request rectification of inaccurate data, erasure of data in certain circumstances, restriction of processing, to object to processing, and to request portability of their data. Requests should be made in writing to the School Business Manager. We will respond within one month of receiving the request.

Normally, no fee will be charged for these requests. However, where a request is manifestly unfounded, excessive or repetitive, the school reserves the right to charge a reasonable fee to cover administrative costs, or to refuse the request in accordance with data protection legislation. If a fee applies, the individual will be informed before the request is processed.

Photographs and Video:

Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in school only.

Unless prior consent from parents/pupils/staff has been given, the school shall not utilise such images for publication or communication to external sources.

It is the school's policy that external parties (including parents) may not capture images of staff or pupils during such activities without prior consent.

Data Disposal:

The school recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data held in any form of media (paper, tape, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Disposal of IT assets holding data shall comply with ICO guidance:

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf

Data Retention:

The school retains personal data only for as long as necessary to fulfil the purposes for which it was collected, in line with our Data Retention Schedule. Details of retention periods are set out in our Retention Schedule, which is available on request. All data is securely disposed of when it is no longer required, in accordance with legal requirements and best practice guidance.

Complaints:

In accordance with Section 103 of the Data (Use and Access) Act 2025, all data controllers are required to facilitate the making of data protection related complaints by providing a complaint form to data subjects which can be completed electronically and by other means. If you consider that there has been an infringement of the UK GDPR or you have any concerns regarding how your personal data is being processed by The Edward Richardson Primary School, please ask for a GDPR Complaints Form. We will acknowledge receipt of your complaint within 30 calendar days from the date of receipt, and will investigate and respond without undue delay, in line with the requirements of the Act.