

Paradise Primary School

Data Protection Policy

2025-2026

1. Policy Statement

Paradise Primary School is committed to protecting the personal data of pupils, parents, staff, governors, and visitors. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring that personal information is processed lawfully, fairly, and transparently.

We recognise that good data protection practice underpins effective safeguarding, quality education, and trust with our school community.

2. Aims

The purpose of this policy is to ensure that the school:

- Complies with UK GDPR and Data Protection Act 2018 requirements.
- Collects, stores, and uses personal data securely and responsibly.
- Protects the rights of individuals whose data we hold.
- Provides staff with clear guidance on their responsibilities.

3. Scope

This policy applies to:

- All staff, governors, and volunteers at Paradise Primary School.
- All contractors, consultants, and service providers acting on behalf of the school.
- All personal data processed by the school in any format (paper, electronic, or images).

4. Data Protection Principles

In line with UK GDPR, Paradise Primary School ensures that personal data is:

1. Processed lawfully, fairly, and transparently.
2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and kept up to date.
5. Stored no longer than necessary.
6. Processed securely to protect against unauthorised or unlawful use, loss, or damage.

5. Legal Basis for Processing

The school processes personal data under the following lawful bases:

- Consent (e.g., use of photos for school marketing).
- Contract (e.g., employment contracts).
- Legal obligation (e.g., safeguarding, Ofsted, DfE census returns).
- Vital interests (e.g., medical emergencies).
- Public task (e.g., providing education).

6. Roles and Responsibilities

- Governing Body – ensures compliance with data protection law.
- Headteacher (Data Controller) – overall responsibility for data protection within the school.
- Data Protection Officer (DPO): [Insert DPO Name/Contact] – provides advice, monitors

compliance, and acts as point of contact for the ICO.

- All Staff – must follow this policy, attend data protection training, and report any concerns or breaches.

7. Data Collection and Use

- Personal data collected includes (but is not limited to): pupil names, addresses, medical details, safeguarding information, attainment, staff records, and financial information.
- Data will only be used for legitimate school purposes and in line with privacy notices provided to data subjects.

8. Data Security

- Electronic data is protected with strong passwords, restricted access, and encryption.
- Paper records are stored securely in locked cabinets.
- Portable devices (laptops, USBs) are encrypted where possible.
- Staff must not share personal data via unsecured methods (e.g., personal email accounts).

9. Data Retention

The school follows the Information and Records Management Society (IRMS) Retention Schedule to ensure data is kept only for as long as necessary, then securely disposed of (shredding, secure deletion).

10. Data Breaches

- All staff must report suspected or actual data breaches immediately to the Headteacher/DPO.
- Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours, where legally required.

11. Rights of Individuals

Under UK GDPR, individuals have the following rights:

- To be informed about how their data is used.
- To access their personal data (Subject Access Request).
- To rectification (correct inaccurate data).
- To erasure (delete data where appropriate).
- To restrict processing.
- To data portability.
- To object to processing.
- Rights relating to automated decision-making and profiling.

Requests must be submitted in writing to the Headteacher/DPO. The school will respond within one month.

12. Training

All staff will receive training on data protection and handling personal information as part of their induction and regular updates.

13. Monitoring and Review

This policy will be reviewed annually by the Governing Body and updated in line with legislation and guidance.

Approved by Governing Body: 01/09/2025

Review Date: 01/09/2026

Headteacher: Ifsheen Akhtar