



St Gregory's Catholic Primary School

Data Protection Policy

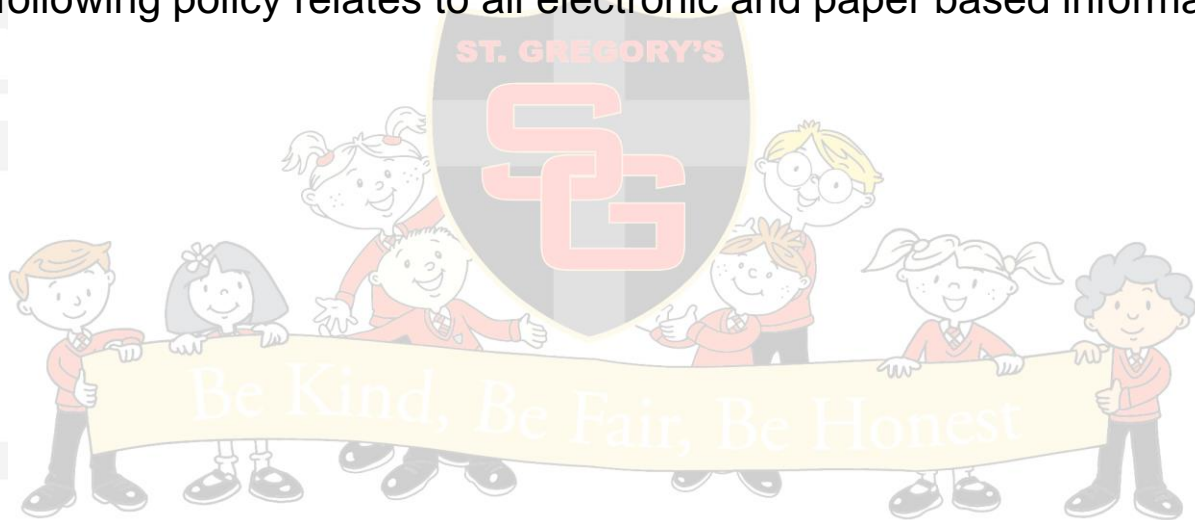


Data Protection Policy

The following policy relates to all St. Gregory's Catholic Primary School employees (including voluntary, temporary, contracted and seconded employees), who capture, create, store, use, share and dispose of information on behalf of St. Gregory's Catholic Primary School. These persons shall be referred to as 'Users' throughout the rest of this policy.

St. Gregory's Catholic Primary School shall be referred to as 'the school' or 'we' throughout the rest of this policy.

The following policy relates to all electronic and paper based information.



Statement of Commitment

In order to undertake our statutory obligations effectively, deliver services and meet customer requirements, the school needs to collect, use and retain information, much of which is personal, sensitive or confidential.

Personal data - Personal data is any information relating to an individual where the individual can be identified (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special category data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed.

Special Category Data- Previously termed “Sensitive Personal Data”, Special Category Data is similar by definition and refers to data concerning an individual Data Subject’s racial or ethnic origin, political or religious beliefs, trade union membership, physical and mental health, sexuality, biometric or genetic data.

Personal data relating to criminal offences and convictions is included here for the purposes of this

Such information/data may be about:

- Pupils.
- Parents and Carers.
- Governors.
- Employees or their families.
- Members of the public.
- Business partners.
- Local authorities or public bodies.

We regard the lawful and correct treatment of personal data by the school as very important to maintain the confidence of our stakeholders and to operate successfully.

To this end, the school will ensure compliance, in all its functions, with the Data Protection Act (DPA) 1998, the General Data Protection Regulation (GDPR) and the new Data Protection Act (DPA) 2018, and with other relevant legislation.

Data Protection Principles

The Principles of DPA and GDPR state that personal information must be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals; the lawful basis can be:
 - Consent of a data subject

- Processing is necessary for the performance of a contract with the data subject
 - Processing is necessary for compliance with a legal obligation (e.g. The Education Act 1996, School Standards and Framework Act 1998, Education Act 2002, Children and Families Act 2014)
 - Processing is necessary to protect the vital interests of the data subject or another person (e.g. life or death)
 - Processing is necessary for the performance of a task carried out in the public interest
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
 3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
 4. Accurate and, where necessary, kept up to date
 5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
 6. Processed in a manner that ensures appropriate security of the personal data against unauthorised processing, accidental loss, destruction or damage, using appropriate technical or organisational measures.



Compliance with the Data Protection Principles and Data Protection Legislation

In order to comply with these principles and meet all data protection obligations as stipulated in the legislation, the school will:

- Raise awareness of data protection across the school.
- Offer data protection training to all employees and Governors.
- Create a data protection policy for the school that is updated annually.
- Review the school's consent forms so they meet the data protection standards.
- Register with the Information Commissioners Officer as a data controller (Reference ZY483447).
- Appoint a data protection officer who will monitor compliance with the GDPR and other data protection laws.

- Create and share with parents and staff a privacy notice that will let individuals know who we are, why we are processing their data and if we share their data.
<https://stgregoryschorley.co.uk/our-school/policies>
- Create a system to allow data subjects to exercise their rights:
 - Right to be informed via a privacy notice.
 - Right of access via a subject access request within 1 month.
 - Right of rectification of incorrect data within 1 month.
 - Right to erasure unless there is a legal reason for processing their data.
 - Right to restrict processing to the bare minimum.
 - Right to data portability to receive their data in the format they request.
 - Right to object to personal data being used for profiling, direct marketing or research purposes.
 - Rights in relation to automated decision making and profiling.
- Amend any business contracts with suppliers to ensure that they will conform to new data protection legislation.
- Implement technical and organisational controls to keep personal data secure.
- Use Data Privacy Impact Assessments (DPIA) to assess the privacy aspects of any new projects or systems processing personal data.
- Ensure an adequate level of protection for any personal data processed by others on behalf of the school that is transferred outside the European Economic Area.
- Investigate all information security breaches, and if reportable, report to the Information Commissioners Office within 72 hours.
- Undertake data quality checks to ensure personal data is accurate and up to date.
- Demonstrate our compliance in an accountable manner through audits, spot checks, accreditations and performance checks.
- Support and encourage the encryption of personal data.

Rights of the Individual

The list of rights that a data subject (person who the data is about) can exercise has been widened:

- The right to be informed; via privacy notices.
- The right of access; via subject access requests (SARS), the timescale for response has been reduced from 40 calendar days to one calendar month. SARs must be free of charge, charges can only be made for further copies or where requests for information are unfounded or excessive. Please contact the School's Data Protection Officer for more information.

- The right of rectification; inaccurate or incomplete data must be rectified within one month.
- The right to erasure; individuals have a right to have their personal data erased and to prevent processing unless we have a legal obligation to do so.
- The right to restrict processing; individuals have the right to suppress processing. We can retain just enough information about the individual to ensure that the restriction is respected in future.
- The right to data portability; we need to provide individuals with their personal data in a structured, commonly used, machine readable form when asked.
- The right to object; individuals can object to their personal data being used for profiling, direct marketing or research purposes.
- Rights in relation to automated decision making and profiling; GDPR provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention.

The school will ensure that these rights are able to be exercised.

Contact

Contact the Head teacher (Mr. D. Darbyshire) or Data Protection Officer (Mrs. D. Robinson) by:

Email: head@st-gregorys-pri.lancs.sch.uk
d.robinson@st-gregorys-pri.lancs.sch.uk

Phone: 01257 263865

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Dated: May 2018

Reviewed: May 2019

Reviewed: September 2021

Reviewed: December 2022

Reviewed: January 2024

Reviewed: June 2025

Review Date: May 2019

Review Date: May 2020

Review Date: September 2022

Review Date: December 2023

Review Date: January 2025

Review Date: June 2026