



# Scamblesby CE Primary School

## Data Protection Policy

### 1. Purpose

This policy sets out how Scamblesby CE Primary School collects, uses, stores, and protects personal data. The school is committed to handling all personal information lawfully, fairly, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. Scope

This policy applies to all staff, governors, volunteers, contractors, and all personal data processed by the school. It covers data relating to pupils, parents/carers, staff, governors, visitors, and any other individuals whose information the school processes.

### 3. Roles and Responsibilities

Governing Body: Ensures compliance and oversees effectiveness.

Headteacher: Acts as Data Controller and ensures staff follow requirements.

Data Protection Officer (DPO): Advises on compliance, monitors practices, and acts as contact point. Our Data Protection Officer is Kamila Abualzulof (School Governor)

All Staff: Must follow this policy, attend training, and report breaches immediately.

### 4. Legal Basis for Processing

Public task, legal obligation, consent, contract, and vital interests.

### 5. Types of Data Collected

Personal data (names, contacts, assessment data), special category data (medical, ethnicity, SEN), and other data (CCTV, photos).

### 6. How Data Is Used

Education, safeguarding, monitoring progress, communication, staff management, statutory reporting.

### 7. Data Sharing

Shared with local authorities, DfE, NHS, safeguarding partners, service providers, and other schools when necessary and lawful.

### 8. Data Storage and Security

Password protection, secure servers, encrypted devices, locked cabinets, access controls. Data retained only as long as necessary.

### 9. Rights of Individuals

Access, rectification, deletion, restriction, objection, portability. Requests answered within one month.

## **10. Consent**

Must be freely given, specific, informed, unambiguous. Can be withdrawn at any time.

## **11. Data Breaches**

Breaches must be reported immediately. Serious breaches reported to ICO within 72 hours.

## **12. CCTV (If Applicable)**

Used for security and safeguarding. Signage displayed. Footage stored securely and retained for limited periods.

## **13. Training**

All staff receive regular data protection training through the 6 year LCC Safeguarding Training Pathway

## **14. Monitoring and Review**

Policy reviewed annually or sooner if legislation changes. Governing Body approves and monitors compliance.

**Approved: March '26**