

Date Reviewed	June 2025
Review Date	June 2026



Agreed by: Steering Committee                      Date: July 2025

Name: Natalie Sadler                                      Signature: Signed electronically on Gov Hub

## Highfield Data Protection Policy June 2025

The school and centre will comply with:

The terms of the 2018 Data Protection Act, GDPR (2018) and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.

Information and guidance displayed on the Information Commissioner’s website ([www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)).

This policy should be used in conjunction with the school’s Online Safeguarding Policy and Acceptable Use of Social Media Statement.

### **Data Gathering**

All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, is covered by the Act. Only relevant personal data will be collected and the person from whom it is collected will be informed of the data’s intended use and any possible disclosures of the information that may be made. Our on entry paperwork/online forms request permission from parents to hold their information and explains the way we will use it. Our privacy statement is on our website and parents are notified of this in our introductory information.

### **Data Storage**

Personal data will be stored in a secure and safe manner. Electronic data is protected by standard password and firewall systems operated by the school. Computer workstations in administrative areas are positioned so that they are not visible to casual observers waiting either in the office or at the reception hatch. Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data. Particular attention is paid to the need for security of sensitive personal data.

### **Data Checking**

The school and centre issues regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate. Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

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### **Data Disclosures**

Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.

When a request to disclose personal data is received by telephone we recognise it is our responsibility to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via an externally sourced number, to ensure the possibility of fraud is minimised. If the person is not known personally, proof of identity should be requested.

When requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas/birthdays, we give only first names. Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

Routine consent issues will be incorporated into the school's/centre's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school/centre.

A record will be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

### **Subject Access Requests**

If the school receives a written request from a data subject to see any or all personal data that the school holds about them this will be treated as a Subject Access Request and the school will respond within the one month deadline. Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the one month time limit.