

Highfield CE Primary School Data Protection Policy 2025



Approved by:

The Governing Body

Date: May 2025

Last reviewed on:

May 2025

Next review due by:

May 2026

Purpose of this Policy

This policy sets out how Highfield CE Primary School handles personal information about our pupils, parents and carers, staff, governors, volunteers, and visitors. We are committed to protecting individuals' data in line with the law, Christian values, and best practice. All staff and governors who collect or manage personal data understand their responsibilities and follow this policy.

We collect, use and store personal data to help us provide the best possible education and care for our pupils, to fulfil our legal obligations, and to support the effective running of the school.

Legal Framework

This policy follows all relevant data protection legislation, including:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- The Education Acts
- Other relevant legislation and guidance'

The school is registered as a Data Controller with the Information Commissioner's Office (ICO).
Registration Number: Z5051242

Why We Collect and Use Personal Data

We collect and use data to:

- Support our pupils' learning and personal development
- Monitor progress and outcomes
- Provide appropriate pastoral and medical support
- Keep children safe (safeguarding)
- Comply with legal duties, including sharing data with the Department for Education and Southampton City Council
- Communicate with families
- Manage school operations (e.g. staff recruitment, pupil admissions, school trips)

Types of Personal Data We Process

We may collect and use the following types of information:

- **Pupil information:** name, address, contact details, date of birth, assessment data, attendance, medical and safeguarding information, special educational needs, ethnicity, religion, language, and behaviour records
- **Parent/carer information:** contact details, relationship to the child, communication preferences
- **Staff/governor information:** employment history, qualifications, contact details, payroll and performance information
- **Volunteer/visitor information:** DBS checks, contact details, and visit records

Some of this data is considered "special category data," such as medical information or details relating to ethnicity, which requires additional protection.

Data Protection Principles

We follow the six data protection principles set out in UK GDPR. Personal data must be:

1. Processed lawfully, fairly and transparently
2. Collected for specific, clear purposes
3. Relevant and limited to what is necessary
4. Accurate and up to date

5. Kept only as long as necessary
6. Kept safe and secure

As the Data Controller, Highfield CE Primary School is responsible for and must demonstrate compliance with these principles.

Data Sharing

We only share personal data where we are legally required or have a legitimate reason. We may share data with:

- The Department for Education (DfE)
- Southampton City Council (SCC)
- Health professionals (e.g. school nurse, NHS services)
- Future schools, colleges, or educational providers
- School software and service providers (under contract)
- Safeguarding partners or social services

We never share personal information for commercial purposes.

Access and Security

Personal data is stored securely, whether on paper or electronically. Only staff and governors who need to use the data have access. Access is based on role and need. Data is retained according to our retention schedule, and we review our data holdings regularly.

We take all reasonable steps to keep information secure, including passwords, encryption, and staff training.

Your Rights

Under data protection law, individuals have the right to:

- Be informed about how their data is used
- Access the data we hold about them (Subject Access Request)
- Have inaccurate data corrected
- Request erasure of data (where applicable)
- Restrict processing in certain circumstances
- Object to processing in certain circumstances
- Have data transferred to another provider (where applicable)

To exercise your rights, please contact the Data Protection Officer (details below).

Use of Images and CCTV

Photographs and videos of pupils are used in line with our consents and for educational purposes only. Consent will be requested on joining the school and reviewed annually.

Our use of CCTV is limited to specific areas for safety and security. It is managed in compliance with data protection law.

Fair Processing Notice

We inform families and staff how their data is used through our privacy notices, which are available on our website or from the school office.

We are committed to transparency and will update individuals before making significant changes to how we process data.

Making a Request or Complaint

To request access to your data or make a complaint about data processing, please contact:

Data Protection Officer

Rosie Walford

Email: info@highfieldprimary.co.uk

Address: Highfield CE Primary School, Hawthorn Road, Southampton, SO17 1PX

Phone: 023 8055 5793

You also have the right to contact the **Information Commissioner's Office** (ICO) for independent advice or to lodge a complaint:

Website: www.ico.org.uk

Phone: 0303 123 1113

Post: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF