



OVERSTONE PARK SCHOOL

Data Protection & the GDPR



Data Protection and the General Data Protection Regulation (GDPR)	
Date	September 2026
Review Date	September 2027
Designated Teacher	Mrs M Brown Mrs D York Mrs J Brown Mrs L Vippond

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Freedom of Information Act 2000

The following documentation is also related to this policy :

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- Data Protection Complaints Guidance (ICO)
- Preparing for the General Data Protection Regulation (GDPR) - Information Commissioner's Office

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 set out the data protection rules that schools, academies and other educational establishments must follow, and have themselves been amended by the Data (Use and Access) Act 2025 (DUAA). The principal aim of this legal framework is to strengthen and unify the safety and security of all data held within an organisation.

Good data protection practices ensure that an organisation and the individuals within it can be trusted to collect, store and use our personal data fairly, safely and lawfully.

We have a duty to ensure that we comply with this legislation at all times, considering the impact that changes to the law have on the school, and to keep our policies and procedures up to date as data protection law evolves.

We comply with the UK GDPR and the Data Protection Act 2018, and we keep our practices under review as the law is updated, including the changes introduced by the Data (Use and Access) Act 2025. Under this legislation:

- data management is strengthened and unified;
- it is illegal not to have a formal contract or service level agreement with a chosen data processor;
- the data processor must be GDPR compliant;
- there are significant penalties for non-compliance, with maximum fines of up to £17.5 million or 4% of global annual turnover;
- data breaches must be reported within 72 hours;
- individuals have greater control over their personal data.
- since 19 June 2026, individuals have the right to make a data protection complaint directly to the school; we must provide a clear way for them to do this, acknowledge their complaint within 30 days, and respond without undue delay before they take the matter to the Information Commissioner's Office (ICO).

We are committed to the protection of all personal and sensitive data for which we hold responsibility as the Data Controller. We believe the handling of such data is in line with the data protection principles and that access to such data does not breach the rights of the individuals to who it relates.

We acknowledge the GDPR's definition of personal data as 'meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' such as name, identification number, location data or online identifier. It applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria.

The GDPR refers to sensitive personal data as "special categories of personal data" which includes genetic data, and biometric data where such data is processed to uniquely identify an individual by using finger prints, face recognition or eye screening.

At all times we ensure the principles of the DPA are applied and that all data is:

- processed lawfully;
- obtained and processed for specific and lawful purposes;
- sufficient, appropriate and not excessive in relation to the precise purpose;
- accurate and up to date;
- not kept for a great length of time;
- processed in agreement with the individual's legal rights;
- protected against unlawful processing, accidental loss, destruction or damage;
- not transferred outside the UK unless the level of data protection in the receiving country is not materially lower than that in the UK, or appropriate safeguards are in place.

We have the responsibility to ensure that all changes to data protection legislation will be monitored and implemented in order to remain compliant with all requirements. All school personnel will attend training in order to be made aware of data protection policies and legal requirements. All contracted service providers will also be notified of our data protection policies and legal requirements.

We follow current guidance from the Information Commissioner's Office (ICO) to review our data protection practices and identify where changes or improvements are needed.

All our data processing activities will be registered with the Information Commissioner's Office (ICO). The ICO will be notified of any changes to the type of data processing activities being undertaken and the register will be amended accordingly.

We are aware that the GDPR places greater emphasis on accountability and therefore the Data Protection Officer will keep up to date documentation of all data protection activities.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure compliance with the General Data Protection Regulations.
- To strengthen and unify the safety and security of all data held within the school.
- To ensure the protection of all personal and sensitive data for which we hold responsibility as the Data Controller.
- To ensure the handling of all personal and sensitive data is in line with the data protection principles.
- To undertake an audit of the school's current position in preparation for the full implementation of and compliance with the GDPR.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Principal

The Principal will:

- act as 'Data Controller' for the school;
- maintain compliance with the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025, following current advice from the Information Commissioner's Office.

Awareness

- To organise awareness training in order to inform all school personnel and governors of:
- our duties under the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025;
- to appreciate the impact this legislation has on the school;

by identifying areas that could cause data protection compliance problems. To hold refresher training for all school personnel when necessary.

Information we hold

- To organise an information audit of data held on pupils, school personnel, parents, trustees and suppliers.
- The audit will be undertaken under the following headings:
 - The type of data.
 - How is the data collected?
 - How is it processed?
 - Where did it come from?
 - Where is it located?

- How is it secured?
- Who is it shared with?

Communicating Privacy Information

- To review current privacy notices and to undertake any necessary changes before the implementation of GDPR.

Individuals' Rights

- To check current procedures to ensure they cover all the rights of individuals have including:
 - how to delete personal data; and
 - how to provide data electronically in a commonly used format.

Subject Access Requests

Requests are handled within one month. In line with the Data (Use and Access)

Act 2025, this one-month period does not begin until we have received everything we reasonably need to deal with the request (such as proof of identity), and we may pause the clock while we wait for clarification from the requester. We only need to carry out a reasonable and proportionate search to respond.

Legal basis for protecting personal data

- To review the various types of data processing that the school carries out and then identify and document the legal basis for carrying it out.

Consent

- To review how the school seeks, obtains and records consent and consider any changes that are required.

Children

- To 'start thinking now about whether we need to put systems in place to verify individuals ages and to obtain parental or guardian consent for any data processing activity.'

Data breaches

- To ensure the right procedures are in place to detect, report and investigate a personal data breach.

Data Protection Complaints

- To provide a clear way for individuals to make a complaint about how their personal data has been handled, acknowledge such complaints within 30 days, and respond without undue delay, in line with the Data (Use and Access) Act 2025. Individuals may take their complaint to the Information Commissioner's Office (ICO) if they remain unhappy with our response.

Data protection by design and data protection impact assessments

To consider when to begin implementation of the Privacy Impact Assessments.

Data Protection Officers

- To have in place a designated Data Protection Officer to take responsibility for data protection compliance.

- To assess where this role sits within the school's structure.

international

- To determine (if the school operates internationally) under which data protection supervisory authority applies to the school.
- keep a detailed record of all activities while undertaking the 12 point plan;
- ensure the school complies with the GDPR;
- works closely with the Data Protection Officer;
- ensure the school complies with the eight data protection principles;
- ensure all data is processed fairly and lawfully;
- ensure security measures and confidential systems are in place to protect personal data and pupil records;
- ensure data is obtained for specific and lawful purposes;
- ensure data is adequate, relevant and not excessive;
- ensure all personal data is accurate and that inaccurate data is corrected or erased;
- ensure that at the beginning of every academic year all school personnel will receive a copy of their personal data;
- ensure procedures are in place to deal with requests for access to personal data;
- ensure data is not kept longer than is necessary;
- ensure school personnel are aware of their rights;
- ensure school personnel are aware of their responsibilities;
- ensure a pupil's educational records will be made available to their parents or carers on receipt of a written request;
- ensure a Common Transfer File is sent when a pupil joins another school;
- make effective use of relevant research and information to improve this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report on the success and development of this policy.

Role of School Personnel

School personnel will:

- attend GDPR awareness training;
- comply with all aspects of this policy;
- be aware of all other linked policies.

Role of Parents/Carers

Parents/carers will:

- be invited to attend GDPR awareness training;
- comply with all aspects of this policy;

- be aware of all other linked policies.

Raising Awareness of this Policy

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

Training

All school personnel:

have equal chances of training, career development and promotion receive training on this policy on induction which specifically covers: General Data Protection Regulation

- Data Protection Act 2018 and the Data (Use and Access) Act 2025
- Freedom of Information 2000
- Access to Personal Records
- E-safety
- Grievance Procedure
- Equality
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Principal:	Mrs M Brown	Date:	September 2026
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