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Data Protection Policy

GDPR-101

(V1.08)

SHENINGTON SCHOOL C. OF E.

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1. Aims

Shenington C of E (VA) Primary School aims to ensure that all data collected about staff, students, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (UK GDPR). This policy applies to all data, regardless of whether it is in paper or electronic format.

2. Legislation and Guidance

It meets the requirements of the Protection of Freedoms Act 2012 when referring to our use of biometric data.

It also reflects the ICO's guidance for the use of surveillance cameras and personal information.

In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record.

3. Definitions

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Sensitive personal data	Data such as: • Contact details • Racial or ethnic origin • Political opinions • Religious beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Physical and mental health • Sexual orientation • Whether a person has committed, or is alleged to have committed, an offence • Criminal convictions
Processing	Obtaining, recording, storing, altering or destruction data
Data subject	The living individual whose personal data is held or processed
Data controller	A person or organisation that determines the purpose for which, and the way personal data is processed
Data processor	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

4. The Data Controller

Shenington C of E (VA) Primary School processes personal information relating to students, staff, parents, students' emergency contacts and visitors, and, therefore, is a data controller.

The School\Trust is registered as a data controller with the Information Commissioner's Office and renews this registration annually.

5. Data Protection Principles

The UK GDPR is based on the following data protection principles, or rules for good data handling:

- Data shall be processed lawfully, fairly and in a transparent manner in relation to individuals
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the UK GDPR in order to safeguard the rights and freedoms of individuals.
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

6. Roles and responsibilities

The Governing Body has overall responsibility for ensuring that Shenington C of E (VA) Primary School complies with its obligations under the UK GDPR.

Day-to-day responsibilities rest with the Headteacher. The Headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy. Staff must also inform the school of any changes to their personal data, such as a change of address.

Data breach reporting is mandatory under the UK GDPR and all staff are aware of their obligation to report data breaches without delay.

7. Privacy/Fair Processing Notice

7.1 Students and parents

We hold personal data about students to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about students from other organisations including, but not limited to, other schools, Local Authorities, the Department for Education and the National Health Service.

This data includes, but is not restricted to:

- Contact details

- Results of internal assessment and externally set tests
- Data on student characteristics, such as ethnic group or Special Educational Needs and Disabilities
- Exclusion information
- Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about students with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of this Policy.

Once our students reach the age of 13, we are legally required to pass on certain information to the youth support services provider in our area, known as *Adviza*, which has responsibilities in relation to the education or training of 13-19 year-olds. Parents, or students, if aged 16 or over, can request that only their name, address and date of birth be passed to *Adviza* by informing the School Manager.

We are required, by law, to pass certain information about students to specified external bodies, such as our Local Authority and the Department for Education, so that they can meet their statutory obligations.

7.2 Staff

We process data relating to those we employ to work at, or otherwise engage to work at, our School\Trust. The purpose of processing this data is to assist in the running of the school, including to:

- enable individuals to be paid
- facilitate safer recruitment practice
- support the effective performance management of staff
- improve the management of workforce data across the education sector
- inform our recruitment and retention policies
- allow better financial modelling and planning
- enable monitoring of people with, and without, Protected Characteristics under the Equality Act
- support the work of the School Teachers' Review Body

Staff personal data includes, but is not limited to, information such as:

- contact details, next of kin
- National Insurance numbers
- salary information
- qualifications
- absence data
- personal characteristics/protected characteristics
- medical information
- outcomes of any disciplinary procedures

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about staff with third parties without consent unless the law allows us to. This may include advisers such as our Occupational Health and our Human Resources advisers.
We are required, by law, to pass certain information about staff to specified external bodies, such as our Local Authority and the Department for Education, so that they can meet their statutory obligations.

Any staff member wishing to see a copy of information about them that the school holds should contact the Headteacher.

8. Subject Access Requests

Under the UK GDPR, Staff, Students and Parents\Carers have a right to request access to information the school holds about them. This is known as a Subject Access Request (SAR).

Subject Access Requests must be submitted in writing, either by letter or email. Requests should include:

- The subjects name
- A correspondence address
- A contact number and email address
- Details about the information requested

The Trust will not reveal the following information in response to Subject Access Requests:

- Information that might cause serious harm to the physical or mental health of the subject or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

Subject Access Requests for all or part of the student's educational record will be provided within 15 school days.

If a Subject Access Request does not relate to the educational record, we will respond within 1 calendar month.

We reserve the right to charge for requests which are deemed to be excessive.

9. Parental Requests to see the Educational Record

Parents of students at this school do not have an automatic right to access their child's educational record. The school will decide on a case-by-case basis whether to grant such requests, and we will bear in mind guidance issued from time to time from the Information Commissioner's Office (the organisation that upholds information rights).

For a parent to make a subject access request, the child must either be unable to understand their rights and the implications of a Subject Access Request or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of a Subject Access Request. Therefore, most Subject Access Requests from parents of students at our school may not be granted without the express permission of the student.

If parents ask for copies of information, they will be required to pay the cost of making the copies.

10. Data Accuracy

Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the school of a change of circumstances his/her computer records will be updated as soon as is practicable.

Data Checking Sheets for students will be provided to data subjects so they can check its accuracy and make any amendments as follows:

On entry to EYFS / KS1
Transfer to KS2 if required

For Staff Data Checking Sheets will be issued every 12 months

Where a data subject challenges the accuracy of his/her data the school will immediately mark the record as potentially inaccurate, or "challenged". In the case of any dispute, we shall try to resolve the issue informally, but if this proves impossible, disputes will be referred to the Governing Body under the formal Complaints Procedure.

11. Artificial intelligence (AI)

Artificial intelligence (AI) tools are frequently available and easy to access. Staff, pupils/students and parents/carers may be familiar with generative chatbots such as Microsoft Copilot, Google Gemini and ChatGPT. Shenington C of E (VA) Primary School recognises that AI has many uses to help pupils/students learn or staff to work more efficiently, but also poses risks to sensitive and personal data.

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots. If personal and/or sensitive data is entered into an unauthorised generative AI tool, Shenington C of E (VA) Primary School will treat this as a data breach, and will follow the adopted personal data breach procedure.

As Generative Artificial Intelligence (gen AI) continues to advance and influence the world we live in , its role in education is also evolving. There are currently 3 key dimensions of AI use in schools: learner support, teacher support and school operations; ensuring all use is safe, ethical and responsible is essential.

We realise that there are risks involved in the use of Gen AI services, but that these can be mitigated through our existing policies and procedures, amending these as necessary to address the risks.
We will educate staff and learners about safe and ethical use of AI, preparing them for a future in which these technologies are likely to play an increasing role.

The safeguarding of staff and learners will, as always, be at the forefront of our policy and practice.
Policy Statements:

- The school acknowledges the potential benefits of the use of AI in an educational context -

including enhancing learning and teaching, improving outcomes, improving administrative processes, reducing workload and preparing staff and learners for a future in which AI technology will be an integral part. Staff are encouraged to use AI based tools to support their work where appropriate, within the frameworks provided below and are required to be professionally responsible and accountable for this area of their work.

- We will comply with all relevant legislation and guidance, with reference to guidance contained in Keeping Children Safe in Education and UK GDPR
- We will provide relevant training for staff and governors in the advantages, use of and potential risks of AI. We will support staff in identifying training and development needs to enable relevant opportunities.
- We will seek to embed learning about AI as appropriate in our curriculum offer, including supporting learners to understand how gen AI works, its potential benefits, risks, and ethical and social impacts. The school recognises the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with AI tools.
- As set out in the staff acceptable use agreement, staff will be supported to use AI tools responsibly, ensuring the protection of both personal and sensitive data. Staff should only input anonymised data to avoid the exposure of personally identifiable or sensitive information.
- Staff will always ensure AI tools used comply with UK GDPR and other data protection regulations. They must verify that tools meet data security standards before using them for work related to the school.
- Only those AI technologies approved by the school may be used. Staff should always use school-provided AI accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements, reducing the risk of data breaches.
- We will protect sensitive information. Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognise and safeguard sensitive data.
- The school will ensure that when AI is used, it will not infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent.
- AI incidents must be reported promptly. Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the relevant internal teams. Quick reporting helps mitigate risks and facilitates a prompt response.
- The school will audit all AI systems in use and assess their potential impact on staff, learners and the school's systems and procedures, creating an AI inventory listing all tools in use, their purpose and potential risks. (Risk assessment matrices are attached as an appendix)
- We are aware of the potential risk for discrimination and bias in the outputs from AI tools and have in place interventions and protocols to deal with any issues that may arise. When procuring and implementing AI systems, we will follow due care and diligence to prioritise fairness and safety.
- The school will support parents and carers in their understanding of the use of AI in the school (this could be through an "AI in our school guide")
- AI tools may be used to assist teachers in the assessment of learners' work, identification of areas for improvement and the provision of feedback. Teachers may also support learners to gain feedback on their own work using AI
- Maintain Transparency in AI-Generated Content. Staff should ensure that documents, emails, presentations, and other outputs influenced by AI include clear labels or notes indicating AI assistance. Clearly marking AI-generated content helps build trust and ensures that others are informed when AI has been used in communications or documents.
- We will prioritise human oversight. AI should assist, not replace, human decision-making. Staff must ensure that final judgments, particularly those affecting people, are made by humans and

critically evaluate AI-generated outputs. They must ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing. This is especially important for external communication to avoid spreading misinformation.

- Recourse for improper use and disciplinary procedures. Improper use of AI tools, including breaches of data protection standards, misuse of sensitive information, or failure to adhere to this agreement, will be subject to disciplinary action as defined in Staff Disciplinary Policy.

12. Storage of records

- Paper-based records and portable electronic devices, such as laptops and hard drives, that contain personal information are kept under lock and key when not in use.
- Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access.
- Where personal information needs to be taken off site (in paper or electronic form), staff must sign it in and out from the school office. Staff must adhere to school policies and procedures when taking data off site.
- Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, online resources, laptops and other electronic devices.
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices. Encryption, anonymisation and pseudonymisation will be used to protect the data.
- Staff, students or governors who store personal information on their personal devices are expected to follow the same security procedures for school-owned equipment.
- Governors are required to use school email addresses and use cloud storage for sharing information and data.
- UK GDPR compliant cloud storage will be used for all online data storage.

13. Disposal of Records

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely.

For example, we will shred or incinerate paper-based records, and override electronic files. We also use an outside company to convert paper records to electronic and to shred documents on site.

14. Data Breaches

Shenington C of E (VA) Primary School will make all reasonable endeavours to ensure that there are no personal data breaches. If a data breach is detected the Shenington C of E (VA) Primary School will follow the procedure adopted.

All data breaches are reported to the Headteacher who liaises with the appointed Data Protection Officer, Turn It On. When appropriate data breach are escalated to the ICO within 72 hours after becoming aware of it. Such breaches in a school context may include, but are not limited to:

- A non-anonymised dataset being published on the school website, which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person

- The theft of a school laptop containing non-encrypted personal data about pupils

15. Training

Our staff and governors are provided with data protection training as part of their induction process and this is refreshed annually each September.

Data protection will also form part of continuing professional development, where changes to legislation or the school's processes make it necessary to keep staff up to date.

16. Monitoring Arrangements

The Headteacher is responsible for monitoring and reviewing this policy.
Shenington C of E (VA) Primary School that the school complies with this policy by, among other things, reviewing school records at least annually or more frequently if required.

This document will be reviewed when the General Data Protection Regulation comes into force, and then **every year**.

At every review, the policy will be shared with the Governing Body.

17. Links with other policies

This Data Protection Policy is linked to:

- The Freedom of Information Publication Scheme
- Privacy Notice (Student and Parent)
- Privacy Notice (Staff Workforce)

18. Contact

If you would like to discuss anything in this privacy, In the first instance please contact the School lead below:

Position	Name	Email	Phone
School lead	**Sarah Reynolds**	**Office.5200@shenington.oxon.sch.uk**	**01295 670273**
Data Protection Officer	**Turn It On**	**dpo@turniton.co.uk**	**0303 123 1113**

19. Complaints

If you have a complaint, we ask that you raise this with us in the first instance. Under the Data Usage and Access Act 2025, a complaint should be investigated thoroughly by the company first. Should the outcome conclude escalation is required, the Information Commissioners Office will be informed. To raise a complaint, please email: dpo@turniton.co.uk or call 01265 537 620 (option 3)

Should you still wish to contact the ICO, you can do so at http://ico.org.uk/concerns/ or call 0303 123 1113

Policy update information (policy number GDPR-101)

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review date	Reviewed by
02-05-2018	turn IT on
08-08-2019	turn IT on
01-08-2020	turn IT on
02-08-2021	turn IT on
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01-08-2023	turn IT on
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Policy update information

Review date	Revision	Description of change	By
02-05-2018	1.00	Draft release	turn IT on
03-05-2018	1.01	Full release	turn IT on
08-08-2019	1.02	Full release	turn IT on
08-08-2019	1.03	Full release	turn IT on
01-08-2020	1.04	Full release	turn IT on
02-08-2021	1.05	Full release	turn IT on
01-08-2023	1.06	Full release	turn IT on
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01-08-2025	1.08	Full release	turn IT on