Cleveland Road Primary School
Data Protection Policy

Revised Autumn Term 2026

Signed _____ Chair of Governors

To be reviewed Autumn Term 2027 (Or sooner based on legislation)

Contents

1 Introduction 3

2 Legal Framework 3

3 Definitions 3

4 The data controller 4

5 Roles and responsibilities 5

6 Data protection principles 6

7 Collecting personal data 6

8 Sharing personal data 7

9 Subject access requests and other rights of individuals 8

10 Parental requests to see the educational record 10

11 CCTV 10

12 Photographs and videos 10

13 Data protection by design and default 11

14 Data security and storage of records 11

15 Disposal of records 12

16 Personal data breaches 12

17 Training 12

18 Monitoring arrangements 13

Appendix 1 – Access to Personal Data Request Form 14
Appendix 2 – Access to Educational Records 16
Appendix 3 – Authorisation of Agent Form 17
Appendix 4 – Subject Access Request Section 29 18
Appendix 5 – Consent for children under 12 19

1 Introduction

Cleveland Road Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, handled, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018).

This policy applies to all users who handle information belonging to the school regardless of their work location i.e. on the school site, at home, remote or mobile working and applies to all personal data collected, handled, stored, transmitted or shared. It therefore includes information held electronically, on paper, or other physical media which is shared electronically, physically, orally or visually e.g. email, on paper, in a photograph, by telephone, presentation and/or video conferencing, etc.. (This list is not exhaustive).

2 Legal Framework

This policy meets the requirements of, but not limited to the GDPR and the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests. The Freedom of Information Act 2000 , The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 and The School Standards and Framework Act 1998

It also meets the requirements of:

- The Protection of Freedoms Act 2012 when referring to the use of biometric data.
- The ICO's code of practice 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 (As amended in 2016), which gives parents the right of access to their child's educational record.
- The funding agreement and articles of association for Academies including Frees Schools.

3 Definitions

Term	Definition
Personal data	Any information relating to an identified, or identifiable, individual. This may include the individual's: • Name (including initials) • Identification number • Location data • Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.

Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental • Sex life or sexual orientation
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing of personal data. (School)
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller. (Includes contractors, the Council, & Examination body)
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

4 The data controller

Our school processes personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller.

Cleveland Road Primary School is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

5 Roles and responsibilities

This policy applies to **all staff** employed by the school, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Governing board

The governing board has overall responsibility for ensuring that our school complies with all relevant data protection obligations.

5.2 Data protection officer

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the governing board and, where relevant, report to the board their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO.

Our **DPO** is contactable via:

The London Borough of Redbridge
Lynton House
255-259 High Road
Ilford
IG1 1NY

Email: *dataprotection.schools@redbridge.gov.uk* ,

5.3 Headteacher

The headteacher acts as the representative of the data controller on a day-to-day basis.

5.4 All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing the school of any changes to their personal data, such as a change of address
- Contacting the DPO in the following circumstances:
  - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
  - If they have any concerns that this policy is not being followed
  - If they are unsure whether or not they have a lawful basis to use personal data in a particular way

- If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
- If there has been a data breach
- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

6 Data protection principles

The GDPR is based on data protection principles that Cleveland Road Primary School must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

This policy sets out how the school aims to comply with these principles.

7 Collecting personal data

7.1 Lawfulness, fairness and transparency

We will only process personal data where we have one of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
- The data needs to be processed so that the school can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life
- The data needs to be processed so that the school, as a public authority, can perform a task **in the public interest,** and carry out its official functions
- The data needs to be processed for the **legitimate interests** of the school or a third party (provided the individual's rights and freedoms are not overridden)
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

For special categories of personal data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

If we offer online services to pupils, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent (except for online counselling and preventive services).

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

7.2 Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the school's record of processing activities.

8 Sharing personal data

We will not normally share personal data with anyone else, but may do so where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
  - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law
  - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
  - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- The assessment or collection of tax owed to HMRC
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations

- Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9 Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter, email or fax to the Designated Data Protection Lead.

They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request they must immediately forward it to the Designated Data Protection Lead

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We will not disclose information if it:

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

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest

- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the Designated Data Protection Lead

If staff receive such a request, they must immediately forward it to the Designated Data Protection Lead

10 Parental requests to see the educational record

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a pupil) within 15 school days of receipt of a written request.

11 CCTV

We use CCTV in various locations around the school site to ensure it remains safe. We will adhere to the ICO's code of practice for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the Designated Data Protection Lead, admin.cleveland-prim@redbridge.gov.uk.

12 Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school.

We will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil.

Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our Online Safety Policy for more information on our use of photographs and videos. Guidelines are also provided to staff via the handbook.

13 Data protection by design and default

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing privacy impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Maintaining records of our processing activities, including:
  - For the benefit of data subjects, making available the name and contact details of our school and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)
  - For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party recipients, how and why we are storing the data, retention periods and how we are keeping the data secure

14 Data security and storage of records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use

- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the school office
- Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices
- Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our Online safety policy/ICT policy/Acceptable Use agreement/policy on acceptable use)
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

15 Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

16 Personal data breaches

Cleveland Road Primary School will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1 in the Data Security Breach Policy.

When appropriate, we will report the data breach to the ICO within 72 hours. 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

17 Training

All staff and governors are provided with data protection training as part of their induction process, which is referenced in the staff handbook.

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

18 Monitoring arrangements

The school is responsible for monitoring and reviewing this policy. This policy will be reviewed **annually**

Policy Reviewed: Autumn Term 2026

Policy To Be Reviewed: Autumn Term 2027

Appendix 1 – Access to Personal Data Request Form

Cleveland Road Primary School

Access to Personal Data Request Form
Section 9 Data Protection Act 1998

You should complete this form if you want us to provide you with a copy of your personal data, which we hold about you or *your* educational record.

We will endeavour to respond promptly to your request for *personal data* and in any event within 1 month of receipt of:

- this completed form
- satisfactory proof of identity

Where a request is complex or numerous we will comply within 3 months of receipt of the request,, we will inform you within 1 month, and explain why the extension is necessary

We will endeavour to respond promptly to your request for your *Educational Record* and in any event within 15 school days of receipt of:

- this completed form
- satisfactory proof of identity

Please tick the options that apply:

I am making this application for personal data about me (the Data Subject)	
I am requesting to *see* my Educational Record	
I am requesting a *copy* of my Educational Record	
I would like my agent to deal with my application on my behalf (I attach a signed authorisation of agent for subject access form)	

Data Subject Details - Please provide details for the person you are requesting information about:

Title:	Date of Birth:
Forename:	Surname:
Address:	
Post Code:	Telephone Number:

Please provide a description of the sort of personal data, which you are seeking together with any dates from which we should search. We reserve the right, in accordance with section 8(2) of the Act,

not to provide you with copies of the information requested if to do so would take “disproportionate effort”.

State how you would like the reply to this request to be dealt with:

Sent to your home address (as stated)	
Collected from the school (You must bring evidence to confirm your identity)	
Sent to your authorised agent (if appointed)	

If you specifically need the answers to the following, please tick the boxes:

Why we are processing your personal data	
To whom your personal data may be disclosed	
The identity of the Data Controller	

Note: - if the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

When you have received the requested information, if you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware; or
- We may have passed inaccurate information about you to someone else; then

You should notify the Head Teacher/ Data Protection Officer at once, giving your reasons. The Head Teacher/ Data Protection Officer will then review the information and may amend your personal data in accordance with your wishes. Alternatively, the Head Teacher/ Data Protection Officer may notify you, giving reasons, as to why they believe the information held about you is in fact accurate and relevant and is being processed for fair and lawful purposes.

Please complete the following and return this form to:

The Headteacher, Cleveland Road Primary School, Cleveland Road, Ilford, IG1 1EW

I confirm that I have read and understand the terms of this subject access form.

Signature:			
Name (use block capitals):		Dated:	

Appendix 2 – Access to Educational Records

Cleveland Road Primary School

Access to Educational Records under the Education (Pupil Information) (England) Regulations 2000

You will need to complete this form if you wish to access your child's (or child you have parental responsibility for) Educational Record. Please tick:

I am applying for a copy of the Educational Record of the Data Subject I confirm : I am the parent / have parental responsibility of the data subject **(*please delete as appropriate)**

Data Subject Details - Please provide details for the person you are requesting information about:

Title:		Date of Birth:	
Forename:		Surname:	
Address:			
		Post Code:	

Enquirer Details (if you are not the data subject) Please provide your own details here:

Title:		Date of Birth:	
Forename:		Surname:	
Address:			
Post Code:		Telephone No:	

I declare I *am the parent / *have parental responsibility for the above child and accept you may need to make further enquiries to validate this (*delete as appropriate). I have provided suitable proof of identity with this application.

Signature:	
Name (use block capitals):	
Date:	

Appendix 3 – Authorisation of Agent Form

Cleveland Road Primary School

Authorisation of Agent for Subject Access
Data Protection Act 1998

This application for Subject Access is made on behalf of:

DATA SUBJECT (to be completed and signed by the data subject):

Title:		Date of Birth:	
Forename:		Surname:	
Address:			
		Post Code:	

I am the above-named person and authorise London Borough of Redbridge and Cleveland Road Primary School to give the information requested in this application to my agent whose name and address are given below.

Signature of person giving authority:	
Name (use block capitals):	
Date:	

AGENT:

Title:		Date of Birth:	
Forename:		Surname:	
Address:			
Post Code:		Telephone No:	
What is your relationship with the data subject?			

I declare that I make this application on behalf of and solely in the interest of the named Data Subject. To ensure confidentiality I accept that you may need to make further enquiries to validate this authorisation. I have provided suitable proof of identity with this application.

Signature of agent:	
Name (use block capitals):	
Date:	

Appendix 4 – Subject Access Request Section 29

Cleveland Road Primary School

Subject Access Request – Section 29
Made under the Data Protection Act 1998

Please complete the following and return to:
Headteacher/Data Protection Officer
Cleveland Road Primary School
Cleveland Road
Ilford
IG1 1EW

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: *Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:* • *Your personnel file* • *Your child's medical records* • *Your child's behavior record, held by [insert class teacher]* • *Emails between 'A' and 'B' between [date]*

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely,

Name: _____

Appendix 5 – Consent for children under 12

Cleveland Road Primary School

Consent to use images of children under the age of 12
Data Protection Act 1998

PHOTOGRAPH & VIDEO CONSENT: CONDITIONS OF USE

- We will not re-use any images after the period of consent expires / after the project is completed.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website.
- We will not include details or full names (which means first name and surname) of any child or adult in an image on our website without good reason. For example, we may include the full name of a competition prize winner if we have their consent.
- If we use images of individual children, we will not use the name of that child in the accompanying text or photo caption without good reason. And if a child is named in the text, we will not use the image of that child to accompany the article without good reason (as in the example given above).
- We may use group or class photographs with very general labels, such as "a science lesson" or "art class"
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

PHOTOGRAPH & VIDEO CONSENT FORM

We require your permission before we can take photographs/video of your child to meet safeguarding requirements.

I agree that;	**Yes**	**No**
images of my child can be used on the school website and Newsletter available via Parenthub		
images of my child can be used in newsletters and printed literature		
images of my child can be used in internal displays		
images of my child can be used by local and national media		
images of my child can be used on Twitter		
I give permission for my child to have their individual and class photo taken by the school photographer		

This consent will last until you notify us, in writing, of your wish to cancel this authorisation.

Signed: _____parent/carer Date: _____