



Data Protection Policy

Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions	2
4. The data controller	3
5. Roles and responsibilities	3
6. Data protection principles	5
7. Collecting personal data	5
8. Sharing personal data	6
9. Subject access requests and other rights of individuals	6
10. Parental requests to see the educational record	8
11. Photographs and videos	9
12. Artificial Intelligence	9
13. Data protection by design and default	9
14. Data security and storage of records	10
15. Disposal of records	10
16. Personal data breaches	10
17. Training	11
18. Monitoring arrangements	11
19. Links with other policies	11
Appendix 1: Personal data breach procedure	12

Issue Status

Date	Issue	Date Approved by Governors	Review date
30/04/2026	Written by Global Policing, amended to incorporate Hillcross current practice.		Spring 2026
01/09/2025	Update to incorporate the new Legislation		Summer 2027



Hillcross Primary School

1. Aims

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and Guidance

This policy meets the requirements of 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](#).

It also reflects the ICO's [code of practice](#) for the use of surveillance cameras and personal information.

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), were 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,



Hillcross Primary School

	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.
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.
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

The School processes personal data relating to parents, pupils, staff, trustees, governors, visitors, and others, and therefore is a data controller, with the Headteacher as the person responsible.

Each 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 Governors

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

5.2 Data Protection Officer



Hillcross Primary School

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.

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 510 2999
- Email data@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

5.3 Headteacher

The **Chief Privacy Officer (CPO)** is a key member of the school's senior management team and plays an important role in protecting the privacy of the school's students, staff, and visitors. They are also referred to as the **Data Protection Contact** or **Champion**. In this school this is the School Business Manager.

The CPO works closely with the DPO overseeing the school's data protection compliance which the data controller is ultimately responsible/accountable for. The DPO will assist the Data Controller to inform and advise the school and its employees about their obligations to comply with the UK GDPR and other data protection laws, monitor our compliance with the UK GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and providing the required training to staff members.

The Headteacher also 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 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 United Kingdom or outside the UK (in line with UK GDPR)**
 - If there has been a data breach



Hillcross Primary School

- 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 DPA is based on data protection principles that our 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 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 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).

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 to do their jobs.



Hillcross Primary School

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 [*Information and Records Management Society's toolkit for schools*](#)

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, if 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 that affects any of our pupils or staff.

When we transfer personal data to a country or territory outside the United Kingdom or outside the UK (in line with UK GDPR) , 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



Hillcross Primary School

- 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 DPO. 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 DPO.

9.2 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 considers 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.

9.3 Recording Subject Access Requests

A record will be kept of all Subject Access Requests and logged on the SAR database. This SAR folder and database will be securely stored on site.

A file is to be created for each subject access request and in it should be the following information: -

- Copies of the correspondence between the school and the data subject, and between the school and any other parties.
- A record of any telephone conversation used to verify the identity of the data subject
- A record of the decisions and how the Trust came to those decisions
- Copies of the information sent to the data subject. For example, if the information was anonymised, keep a copy of the anonymised version that was sent to the data subject.



Hillcross Primary School

The file will be kept for one year and then securely destroyed. When the request has been completed, the record of the request will be closed in the database.

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 based on public interest
- **Request a copy of agreements under which their personal data is transferred outside of the United Kingdom or outside the UK (in line with UK GDPR)**
- 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 DPO. If staff receive such a request, they must immediately forward it to the DPO.

10. Parental Requests to See the Educational Record

Requests to view educational records will be dealt with as per a data access request and we will respond within 1 month of the request.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

11. 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 could 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



Hillcross Primary School

- 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.

12. Artificial Intelligence

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard but also includes image, video, and voice AI tools. The school recognises that AI has many uses to help pupils learn, 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. Only authorised AI tools approved by the school/DPO may be used. Risk assessment required before implementation.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, The school will treat this as a data breach, and will follow the personal data breach procedure outlined in appendix 1.

13. Data Protection by Design and Default

We will put measures in place to show that we have integrated data protection into all 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.



Hillcross Primary School

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 must be strong (minimum 12 characters, mix of letters, numbers, and symbols) and, where possible, multi-factor authentication should be enabled.**
- 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 IT Acceptable Use Policy)
- 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

The 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. Near misses must also be logged and reviewed.

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. Training will be refreshed annually and logged to ensure compliance. Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.



Hillcross Primary School

18. Monitoring Arrangements

The DPO is responsible for monitoring and reviewing this policy.
This policy will be reviewed every two years.

19. Links with Other Policies

This data protection policy is linked to our:

- Privacy Notices (Staff, Pupils, Parents, Governors, Visitors)
- Records Management Policy & Retention Schedule
- IT Acceptable Use Policy
- Safeguarding Policy
- Cyber Security Policy
- Freedom of Information Policy
- Information Management Toolkit for Schools V5
- Clear Desk, Clear Screen Policy
- Safer Recruitment Policy
- AI Policy

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. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. 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 member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

Privacy Policy

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

Monitoring and Evaluation

Review Cycle: This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid.



Hillcross Primary School

Reviewed: June 2026

Date of next review: June 2027



Hillcross Primary School

Appendix 1: Personal Data Breach Procedure

This procedure is based on [guidance on personal data breaches](#) produced by the ICO.

- Data protection breaches could be caused by several factors. Some examples are:
 - Loss or theft of pupil, staff, or Governor's data and/ or equipment on which data is stored.
 - The sharing of system passwords
 - Inappropriate access controls allowing unauthorised use.
 - Equipment Failure.
 - Human Error.
 - Unforeseen circumstances such as fire or flood.
 - Hacking.
 - 'Blagging' offences where information is obtained by deception.
- On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the DPO.
- The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
 - Lost
 - Stolen
 - Destroyed
 - Altered
 - Disclosed or made available where it should not have been
 - Made available to unauthorised people
- The DPO will alert the Headteacher and the chair of the Governors.
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure)
- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen
- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material, or non-material damage (e.g., emotional distress), including through:
 - Loss of control over their data
 - Discrimination
 - Identify theft or fraud
 - Financial loss
 - Unauthorised reversal of pseudonymisation (for example, key-coding)
 - Damage to reputation
 - Loss of confidentiality
 - Any other significant economic or social disadvantage to the individual(s) concerned
- If it's likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO
- The DPO will document the decision (either way) in case it is challenged later by the ICO, or an individual affected by the breach. Documented decisions are stored in the designated, protected folder on each school's system.



Hillcross Primary School

- Where the ICO must be notified, the DPO will do this within 72 hours. As required, the DPO will set out: [UPDATED: Near misses must also be logged and reviewed.]
 - A description of the nature of the personal data breach including, where possible:
 - The categories and approximate number of individuals concerned
 - The categories and approximate number of personal data records concerned
 - The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned
- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
 - The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned
- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks, or credit card companies
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
 - Facts and cause
 - Effects
 - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

Records of all breaches will be stored in the designated, protected folder on each school's system.

Review and Evaluation

The DPO and Headteacher will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible. A further review of the causes of the breach and recommendations for future improvements can be done once the matter has been resolved. Once the initial aftermath of the breach is over, the DPO and Headteacher should fully review both the causes of the breach and the effectiveness of the response to it. It should be written and sent to the next available Governing Board meeting for discussion. If there is the perception that this could be a continuing risk, the school's risk register is to be updated accordingly and an action plan must be drawn up to address the risk. This breach procedure may need to be reviewed after a breach or after legislative changes, new case law or new guidance.



Hillcross Primary School

Actions to Minimise the Impact of Data Breaches

We will take the actions set out below to mitigate the impact of different types of data breach, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

Operational Data Security

- Before sharing data, all staff members will ensure:
 - They are allowed to share it.
 - That adequate security is in place to protect it.
 - Who will receive the data has been outlined in a privacy notice.
- Members of staff who access the school network are provided with their own secure login and password, and every computer regularly prompts users to change their password. Access to files on the school network is on a need-to-know basis - files and folders have granular permissions based on staff seniority and role. File access is monitored and reviewed.
- Remote access to school systems is permitted based on a credible business case. When permission is granted, remote access will be via LGFL CISCO AnyConnect Use of second factor authentication is mandatory for remote access to the school network. This includes the use of both 'soft' and 'hard' One Time Passwords.
- Wi-Fi access to the school network is permitted from school devices. Staff owned devices and visitors must use the separate Guest Wi-Fi.
- The physical security of our buildings and storage systems, and access to them, is reviewed on a termly basis. If an increased risk in vandalism/burglary/theft is identified, extra measures to secure data storage will be put in place. This school takes its duties under the UK GDPR and Data Protection Act 2018 seriously and any unauthorised disclosure may result in disciplinary action.
- Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The School Business Manager, Designated Safeguarding Leads and the SENDCO have lockable security pouches to minimise the risk of a data breach should data sensitive documentation need to be taken off site. The person taking the information from school premises accepts full responsibility for the security of the data.

Paper Records

- Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.
- Confidential paper records will not be left unattended or in clear view anywhere with general access.
- Visitors to areas containing sensitive information are supervised at all times.

Digital Data

- Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up off-site. This school uses the LGFL Gridstore System for off-site backup.
- Where data is saved on removable storage or a portable device, this device will be encrypted using Advanced Encryption Standard (AES) 256-Bit Security to FIPS-197 standard. Such devices will be kept in a locked filing cabinet, drawer or safe when not in use. E.g. memory sticks will



Hillcross Primary School

not be used to hold personal information unless they are password-protected and fully encrypted and all electronic devices are password-protected to protect the information on the device in case of theft.

- Where possible, we enable electronic devices to allow the remote blocking or deletion of data in case of theft or loss.

Personal Devices, email accounts, cloud storage

- Staff and governors will not use their personal laptops, computers or other devices for school business without prior permission of the headteacher - where this is the case this is declared and a record kept. If permission is given, all documents will be saved securely and deleted as soon as they are no longer needed.
- Staff and governors can access Google Drive from a personal machine as long as documents are not saved to it.
- Staff and governors will not use personal email accounts or personal cloud storage for school business.

Access to school email accounts

- To aid with operational efficiency, the leadership team and school governors can set up their personal (not shared family) devices such as their phone or tablet to automatically access their school email account as long as this is password protected.
- All other staff can only access their school email account by logging in via the internet. When staff are using their own devices, it is strongly recommended that they access their email account using Microsoft Outlook web access (OWA) This ensures data is kept on the server and not downloaded onto the device.

Sensitive information being disclosed via email (including safeguarding records)

Email is not a secure medium for external communication and should be used as a last resort for sending sensitive or confidential information. If documents are sent by email they should be encrypted with a password. This school uses the Secure Document Transfer Portal (USO-FX) provided by the LGFL to transfer information securely. Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.

- If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error
- Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error
- If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the IT Manager to recall it
- In any cases where the recall is unsuccessful, the DPO will contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way
- The DPO will ensure we receive a written response from all the individuals who received the data, confirming that they have complied with this request



Hillcross Primary School

- The DPO will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted

Where Data is taken off site: Educational visits

Staff will ensure all risk assessments and other data sensitive documentation are managed securely on the day of the visit.

- When not being referred to, all documentation such as risk assessments should be kept securely in staff members bags during the visit to prevent a potential data breach.
- Different documentation should be kept separately in plastic wallets to minimise a breach in data should any document be mislaid e.g. risk assessments, tickets, maps, groupings.
- Any pupil sensitive information given to parents/visitors supporting the school visit should be on a 'need to know' basis only e.g. only the medical conditions of the children in their group should be shared.
- All documentation given to additional adults should be collected back at the end of the visit by the party leader.



Hillcross Primary School

The Data (Use and Access) Act 2025 (DUAA 2025)

The Data (Use and Access) Act 2025 (“DUAA 2025”) received Royal Assent on 19 June 2025, with key provisions phased in between 2025 and 2026. This section outlines the changes within DUAA 2025 most relevant to schools and trusts.

20.1 Modernisation of Data Protection Law

DUAA 2025 amends the UK GDPR, the Data Protection Act 2018, and PECR to simplify data handling, enhance innovation, and ease operational compliance.

20.2 Subject Access Requests (SARs)—“Stopping the Clock”

The Act codifies the ability to pause (‘stop the clock’) on SAR responses when clarification is needed. This may ease administrative burdens for schools.

20.3 Legitimate Interests Expanded

The scope of legitimate interest as a legal basis for processing personal data has been broadened. Schools may rely on this more flexibly, where previously consent was required.

20.4 Cookies & Electronic Communications

Analytics and user-experience cookies may no longer require user consent under PECR, subject to guidance. This could simplify website compliance for schools.

20.5 International Data Transfers (“Data Bridge”)

Transfers outside the UK are permissible if protections are not materially lower than the UK standard. Schools should review international data-sharing arrangements.

20.6 Innovation & “Smart Data” Schemes

DUAA introduces frameworks for Smart Data and digital verification services. While initially consumer-focused, schools should monitor future opportunities.

20.7 Enforcement & Government Powers

The Secretary of State gains expanded regulatory authority, potentially shifting ICO oversight focus. Schools should monitor updated ICO guidance.

Summary of Key Actions for Schools

Area	Action Required
SARs	Update SAR procedures; integrate ‘stop the clock’ provisions.
Processing Basis	Review where legitimate interest can be applied instead of consent.
Website Management	Assess cookie policies in light of easing of analytics cookie rules.



Hillcross Primary School

International Transfers	Update agreements to reflect 'not materially lower' transfer test.
Innovation Landscape	Monitor developments in digital verification/Smart Data tools.
Regulatory Oversight	Stay updated on ICO guidance and enforcement changes.