

St. Michael Catholic Primary and Nursery School

Data Protection Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Policy Statement

St Michael Catholic Primary and Nursery School is committed to protecting the personal data of pupils, parents, carers, staff, governors, volunteers and visitors.

We recognise the importance of handling personal information lawfully, fairly, securely and transparently.

The school will comply with the requirements of:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Keeping Children Safe in Education
- Relevant Department for Education guidance

This policy outlines how personal data is collected, processed, stored and protected.

Aims

The aims of this policy are to:

- Ensure compliance with data protection legislation.
 - Protect the rights and privacy of individuals.
 - Ensure personal information is handled securely.
 - Promote a culture of confidentiality and accountability.
 - Safeguard sensitive information.
 - Ensure staff understand their responsibilities.
 - Support effective information sharing where required.
 - Prevent data breaches and cyber security risks.
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Data Protection Principles

The school will ensure that personal data is:

- Processed lawfully, fairly and transparently.
 - Collected for specified, explicit and legitimate purposes.
 - Adequate, relevant and limited to what is necessary.
 - Accurate and kept up to date.
 - Kept only for as long as required.
 - Processed securely and appropriately protected.
 - Managed in accordance with individuals' rights.
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Data Controller

St Michael Catholic Primary and Nursery School is the Data Controller for the purposes of data protection legislation.

The Governing Body has overall responsibility for ensuring compliance with data protection requirements.

Day-to-day responsibility is delegated to senior leaders.

Types of Data Held

The school may process information relating to:

Pupils

- Personal details
- Contact information
- Attendance information
- Assessment and attainment data
- SEND information
- Safeguarding records

- Behaviour records
- Medical information

Staff

- Employment records
- Payroll information
- Recruitment information
- Training records
- Appraisal information

Parents and Carers

- Contact information
- Correspondence
- Consent information
- Financial information where required

Governors and Volunteers

- Contact information
- DBS information
- Training records

Lawful Processing

The school will only process personal information where a lawful basis exists.

These may include:

- Legal obligation
- Public task
- Vital interests

- Contract
- Consent
- Legitimate interests where appropriate

The school will ensure that personal information is only processed for appropriate purposes.

Data Security

The school takes data security seriously.

We will:

- Store information securely.
- Restrict access to authorised users.
- Use password-protected systems.
- Use secure cloud-based platforms.
- Maintain appropriate cyber security measures.
- Follow secure disposal procedures.
- Ensure devices are used appropriately.

Personal information must not be shared inappropriately or left accessible to unauthorised individuals.

Digital Systems

The school uses a range of digital systems to support education and administration.

These may include:

- Arbor
- CPOMS
- Microsoft 365
- Teams

- Online learning platforms
- Assessment systems

All systems must be used in accordance with school procedures and data protection requirements.

Staff Responsibilities

All staff are responsible for:

- Maintaining confidentiality.
- Handling information securely.
- Following school procedures.
- Reporting data breaches.
- Protecting passwords and accounts.
- Completing relevant training.
- Only accessing information required for their role.

Failure to comply with this policy may result in disciplinary action.

Information Sharing

The school recognises that information sharing can be essential in protecting children and supporting education.

Information may be shared where:

- There is a safeguarding concern.
- There is a legal requirement.
- The individual has provided consent where appropriate.
- Sharing is necessary to fulfil educational responsibilities.

All information sharing decisions will be made carefully and proportionately.

Subject Access Requests

Individuals have the right to request access to personal information held about them.

Requests should be made in writing to the Headteacher.

The school will respond within statutory timescales and in accordance with data protection legislation.

Appropriate identification may be requested before information is released.

Data Breaches

A data breach includes:

- Loss of personal information.
- Unauthorised disclosure.
- Accidental sharing.
- Cyber incidents.
- Failure to protect information appropriately.

Any suspected breach must be reported immediately to the Headteacher.

The school will investigate all breaches and take appropriate action.

Where required, breaches will be reported to the Information Commissioner's Office (ICO).

Retention of Data

The school will only keep information for as long as required.

Retention periods will follow:

- Legal requirements
- Department for Education guidance
- Information and Records Management Society (IRMS) guidance

When information is no longer required it will be securely destroyed or deleted.

Use of Photographs and Videos

The school will comply with parental consent arrangements and safeguarding requirements regarding the use of photographs and videos.

Photographs and recordings will be:

- Used appropriately.
- Stored securely.
- Shared only where authorised.
- Deleted when no longer required.

Further information can be found in the Use of Photographs and Videos Policy.

Training

Appropriate data protection training will be provided for staff.

Training may include:

- Data protection responsibilities
- Information security
- Safeguarding and information sharing
- Cyber security awareness
- Updates to legislation and guidance

Training will form part of induction and ongoing professional development.

Safeguarding

The school recognises that data protection and safeguarding work together.

Information sharing should never be a barrier to keeping children safe.

Where there is a safeguarding concern, staff should follow the Child Protection and Safeguarding Policy and seek advice from the Designated Safeguarding Lead where necessary.

Monitoring and Review

The implementation of this policy will be monitored by the Headteacher, Senior Leadership Team and Governing Body.

Monitoring will include:

- Data protection compliance
- Data breach records
- Staff training
- Information security audits
- Policy reviews

The policy will be reviewed annually or sooner if changes to legislation or guidance require amendment.

Linked Policies

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Use of Photographs and Videos Policy
- Social Media Policy
- Staff Code of Conduct
- Records Management Procedures
- Freedom of Information Policy
- Remote Learning Policy
- Medical and First Aid Policy

Through this policy, St Michael Catholic Primary and Nursery School seeks to ensure that personal information is managed responsibly, securely and lawfully whilst supporting the safety, wellbeing and education of all members of the school community.