



Data Protection Policy **(incl. Data Breaches and Privacy Notices)**

Version	Date	Author	Status	Summary
8.0	May 2025	C Hayward	Approved	Adopted from Hampshire Legal Services. Addition of appendices for Data Breaches and Privacy Notices
Review cycle:		Approved by:		Review date:
Annually		FGB		May 2026

BURYFIELDS INFANT SCHOOL

Data Protection Policy

Buryfields Infant School ("the school") collects and uses personal information (referred to in the UK General Data Protection Regulation (UK GDPR) as personal data) about staff, governors, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is the Data Controller, of the personal data that it collects and receives for these purposes.

The school has a Data Protection Officer, who may be contacted at adminoffice@buryfields.hants.sch.uk or on 01256 702667.

The school issues Privacy Notices (also known as a Fair Processing Notices) to all pupils/parents, governors and staff. These summarise the personal information held about pupils, staff and governors, the purpose for which it is held and whom it may be shared with. It also provides information about an individual's rights in respect of their personal data.

Purpose

This policy sets out how the school deals with personal information correctly and securely and in accordance with the UK GDPR, and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored by the school and whether it is held on paper or electronically.

What is Personal Information/ data?

Personal information or data means any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified, directly or indirectly by reference to details such as a name, an identification number, location data, an online identifier or by their physical, physiological, genetic, mental, economic, cultural or social identity. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

Data Protection Principles

The UK GDPR establishes six principles as well as a number of additional duties that must be complied with at all times:

1. Lawfulness, fairness and transparency. Personal data shall be processed lawfully, fairly and in a transparent manner. In order for personal data to be processed lawfully, it must be processed on the basis of one of the legal grounds set out in the UK GDPR. These include (amongst other relevant conditions) where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority exercised by the school.

Where the special categories of personal data are processed, this shall include (amongst other relevant conditions) where processing is necessary for reasons of substantial public interest.

When processing personal data and special category data in the course of school business, the school will ensure that these requirements are met where relevant.

2. Purpose limitation. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (subject to exceptions for specific archiving purposes). The school will only process personal data for specific purposes and will notify those purposes to the data subject when it first collects the personal data or as soon as possible thereafter.

3. Data minimisation. Personal data shall be adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive. Personal data which is not necessary for the purpose for which it is obtained will not be collected.

4. Accuracy. Personal data shall be accurate and where necessary, kept up to date; Personal data should be reviewed and updated as necessary and should not be retained unless it is reasonable to assume that it is accurate. Individuals should notify the school of any changes in circumstances to enable records to be updated accordingly. The school will be responsible for ensuring that updating or records takes place where appropriate.

5. Storage limitation. Personal data shall be kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. The school will not keep personal data for longer than is necessary for the purpose or purposes for which they were collected and will take reasonable steps to destroy or erase from its systems all data which is no longer required.

6. Integrity and confidentiality. Personal data shall be processed in a manner that ensures appropriate security of the personal data and which includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Duties

Personal data shall not be transferred to a country or territory outside the UK and the European Union (EU)/European Economic Area (EEA), unless that country or territory ensures an adequate level of data protection.

Data Controllers have a general duty of accountability for personal data.

Commitment

The school is committed to maintaining the principles and duties in the UK GDPR at all times. Therefore, the school will:

- Inform individuals of the identity and contact details of the data controller.
- Inform individuals of the contact details of the Data Protection Officer.
- Inform individuals of the purposes that personal information is being collected and the basis for this.
- Inform individuals when their information is shared, and why and with whom unless the UK GDPR provides a reason not to do this.
- If the school plans to transfer personal data outside the UK and the EU/EEA the school will inform individuals and provide them with details of where they can obtain details of the safeguards for that information.
- Inform individuals of their data subject rights.
- Inform individuals that the individual may withdraw consent (where relevant) and that if consent is withdrawn that the school will cease processing their data although that will not affect the legality of data processed up until that point.
- Provide details of the length of time an individual's data will be kept.
- Should the school decide to use an individual's personal data for a different reason to that for which it was originally collected the school shall inform the individual and where necessary seek consent.
- Check the accuracy of the information it holds and review it at regular intervals.
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in.
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Ensure that personal information is not retained longer than it is needed.
- Ensure that when information is destroyed that it is done so appropriately and securely.
- Share personal information with others only when it is legally appropriate to do so.
- Comply with the duty to respond to requests for access to personal information (known as Subject Access Requests).

- Ensure that personal information is not transferred outside the UK and the EU/EEA without the appropriate safeguards.
- Ensure that all staff and governors are aware of and understand these policies and procedures.

Retention and Disposal of Personal Data

The school will dispose of personal data in a way which protects the rights and privacy of data subjects (e.g. shredding, disposal as confidential waste, secure electronic deletion) as appropriate.

The school maintains a Retention Schedule that is specific and relevant to the specific types of information retained. The schedule outlines the appropriate periods for retention in each case.

Complaints

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted on 0303 123 1113 or at <https://ico.org.uk/global/contact-us/>

Review

The policy review will be undertaken by the Data Protection Officer, Head teacher, or nominated representative.

Contacts

If you have any enquires in relation to this policy, please contact the Headteacher on 01256 702667 or email adminoffice@buryfields.hants.sch.uk who will also act as the contact point for any queries.

Date: May 2025

Next review date: May 2026

BURYFIELDS INFANT SCHOOL

Data Breach Policy

1. Introduction

This is the School's Data Breach Policy, which should be read alongside our Data Protection Policy.

To carry out the school's functions it is necessary to process personal data relating to our staff, pupils, parents, visitors and others.

Personal data is information relating to a living individual who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

The personal data the school processes includes special category data this is data which is of sensitive nature such as health information, racial or ethnic origin, biometric data and trade union membership.

2. What is a Personal Data Breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

3. What responsibilities does the school have in relation to a personal data breach?

3.1 Notification to the ICO

The school is required by the GDPR to report certain types of personal data breach to the Information Commissioner's Office (ICO).

When a personal data breach has occurred, the school will need to establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it's **likely** that there will be a risk, then the school must notify the ICO; if it's unlikely then the school doesn't have to report it.

The school must report a notifiable breach to the ICO within 72 hours of becoming aware of the breach, where feasible.

3.2 Communication with the affected individuals

The school is required by the GDPR to inform the affected individual(s) of certain types of personal data breach.

If a breach is likely to result in a **high risk** to the rights and freedoms of individuals, the GDPR requires the school to inform those concerned directly and without undue delay i.e. as soon as possible.

In addition to informing the individual about the nature of the personal data breach the school must provide them with information about:

- The name and contact details of our DPO for any queries
- The likely consequences of the personal data breach
- The measures taken/to be taken to address the breach including where appropriate measures to mitigate the possible adverse effects

The school might not be required to notify the affected individual if certain exceptions apply.

3.3 Record keeping

The school will keep a record of any personal data breaches whether they are notifiable to the ICO or not including the facts of the personal data breach, its effects and the remedial action taken.

4. School's processors

Some of the school's contractors e.g. our IT suppliers process personal data on behalf of the school. The GDPR requires our contractors processing data on our behalf to notify the school without undue delay after becoming aware of a personal data breach. Our processors are required by the terms and conditions of their contracts to assist the School with any personal data breaches.

5. The School's procedures

The school has appropriate data breach procedures in place for our staff which deal with:

- reporting data protection incidents
- investigating data protection incidents
- managing data protection incidents
- containing and/or recovering data
- assessing the risk
- notification to the ICO/individual
- recording data protection incidents and action taken

6. Training:

Our staff are provided with data protection training (which includes guidance on personal data breaches) and information on how to report a data protection incident and the school's policies and procedures relating to data protection and personal data breaches.

7. Contact:

Claire Hayward, the School's Data Protection Officer can be contacted with any queries about this policy, adminoffice@buryfields.hants.sch.uk Tel: 01256 702667.

Appendix 2

Privacy Notices - for School Governors

Buryfields Infant School collects personal data about our governors. The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us. *Note: e.g. duty to provide information to other organisations.*
- b) the administration of the governing body. *Note: e.g. governor elections, appointing governors, skills audit, arranging or providing training and development.*

The legal basis for our use of your personal data is:

- It is necessary to comply with a legal obligation. *Note: e.g. all maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority; maintained schools are required to publish on their websites information about their governors; e.g. maintained schools are required to apply for enhanced criminal records certificates.*
- It is necessary for the performance of a public task carried out in the public interest. *Note: e.g. maintained schools have a discretionary power to pay governors' allowances*

We may share your information with the following organisations:

- **DfE.** We have a legal duty to provide the DfE with information about our governors.
- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training.

Buryfields Infant School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule, kept in the school office.

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice further details, kept in the school office.

You can contact the School's Data Protection Officer via the school office.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated **May 2025**.

Appendix 3

Privacy Notice – for Volunteers

Buryfields Infant School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data contained in your application, any references and DBS certificate we receive.

Buryfields Infant School will use your personal information to process your application which will include carrying out a DBS check.

If your application is successful, Buryfields Infant School will use your contact details to contact you in relation to voluntary activities and matters such as helping in class, training or meetings.

If your application is successful, Buryfields Infant School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Buryfields Infant School's use of your personal data is that it is necessary to carry out DBS checks.

Buryfields Infant School's will share your personal information with Hampshire County Council to carry out a DBS check.

Buryfields Infant School will keep your personal information stored securely.

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering.

If your application is unsuccessful, Buryfields Infant School's will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice further details, kept in the school office.
You can contact the School's Data Protection Officer via the school office.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated **May 2025**

Appendix 4

Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- school trip and extra-curricular club information

This list is not exhaustive, to access the current list of categories of information we process please see our school website <http://www.buryfields.hants.sch.uk/>

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The [UK General Data Protection Regulation \(UK GDPR\)](#), allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting pupil information

We collect pupil information via consent and registration forms when joining the school year and Common Transfer File (CTF) or secure file transfer from a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely, according to our [Data Protection Policy](#) and for the set amount of time shown in our personalised version of Hampshire County Council's School Record Retention Schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office, adminoffice@buryfields.hants.sch.uk

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- NHS school nursing team
- the Department for Education (DfE)
- Relevant suppliers (school photographers, club providers)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer via the school office adminoffice@buryfields.hants.sch.uk or 01256 702667

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer via the school office adminoffice@buryfields.hants.sch.uk or 01256 702667

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **May 2025**

Contact

If you would like to discuss anything in this privacy notice, please contact: Helen Ellis, Admin Officer or Claire Hayward, Data Protection Officer via the school office Buryfields Infant School, Buryfields, Odiham. Hampshire. RG29 1NE. Telephone: 01256 702667. email: adminoffice@buryfields.hants.sch.uk

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>