

# KINGSWOOD NURSERY SCHOOL



## GDPR Data Protection Policy

**Adopted by Governing Body:**

**Policy Written: June 2018**

**Policy updated: May 2019**

**Reviewed by: Full Governing Body**

**Next Review: May 2021**

### Statement of intent

Kingswood Nursery School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children's services.

This policy is in place to ensure all staff and governors are aware of their responsibilities and outlines how the school complies with the following core principles of the GDPR.

Organisational methods for keeping data secure are imperative, and Kingswood Nursery School believes that it is good practice to keep clear practical policies, backed up by written procedures.

This policy complies with the requirements set out in the GDPR, which will come into effect on 25 May 2018. The government have confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

### 1. Policy statement and objectives

- 1.1 The objectives of this Data Protection Policy are to ensure that Kingswood Nursery School (the “School”) and its governors and employees are informed about, and comply with, their obligations under the General Data Protection Regulation (“the GDPR”) and other data protection legislation.
- 1.2 The School is a community school and is the Data Controller for all the Personal Data processed by the School.
- 1.3 Everyone has rights with regard to how their personal information is handled. During the course of our activities we will process personal information about a number of different groups of people and we recognise that we need to treat it in an appropriate and lawful manner.
- 1.4 The type of information that we may be required to handle include details of job applicants, current, past and prospective employees, pupils, parents / carers and other members of pupils’ families, governors, suppliers and other individuals that we communicate with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the GDPR and other legislation. The GDPR imposes restrictions on how we may use that information.
- 1.5 This policy does not form part of any employee’s contract of employment and it may be amended at any time. Any breach of this policy by members of staff will be taken seriously and may result in disciplinary action and serious breaches may result in dismissal. Breach of the GDPR may expose the School to enforcement action by the Information Commissioner’s Office (ICO), including the risk of fines. Furthermore, certain breaches of the Act can give rise to personal criminal liability for the School’s employees. At the very least, a breach of the GDPR could damage our reputation and have serious consequences for the School and for our stakeholders.

### 2. Status of the policy

- 1.1 This policy has been approved by the Governing Body of the School. It sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

### 3. Data Protection Officer<sup>1</sup>

- 3.1 The Data Protection Officer (the “DPO”) is responsible for ensuring the School is compliant with the GDPR and with this policy. This post is held by Emily Ricketts, [dpo@kingswood.herts.sch.uk](mailto:dpo@kingswood.herts.sch.uk). Any questions or concerns about the operation of this policy should be referred in the first instance to the DPO.
  - 3.2 The DPO will play a major role in embedding essential aspects of the GDPR into the School’s culture, from ensuring the data protection principles are respected to preserving data subject rights, recording data processing activities and ensuring the security of processing.
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- 3.3 The DPO should be involved, in a timely manner, in all issues relating to the protection of personal data. To do this, the GDPR requires that DPOs are provided with the necessary support and resources to enable the DPO to effectively carry out their tasks. Factors that should be considered include the following:
- 3.3.1 senior management support;
  - 3.3.2 time for DPOs to fulfil their duties;
  - 3.3.3 adequate financial resources, infrastructure (premises, facilities and equipment) and staff where appropriate;
  - 3.3.4 official communication of the designation of the DPO to make known existence and function within the organisation;
  - 3.3.5 access to other services, such as HR, IT and security, who should provide support to the DPO;
  - 3.3.6 continuous training so that DPOs can stay up to date with regard to data protection developments;
  - 3.3.7 where a DPO team is deemed necessary, a clear infrastructure detailing roles and responsibilities of each team member;
  - 3.3.8 whether the School should give the DPO access to external legal advice to advise the DPO on their responsibilities under this Data Protection Policy.
- 3.4 The DPO is responsible for ensuring that the School's Processing operations adequately safeguard Personal Data, in line with legal requirements. This means that the governance structure within the School must ensure the independence of the DPO.
- 3.5 The School will ensure that the DPO is not be instructed on how to deal with a matter, such as how to investigate a complaint or what result should be achieved. Further, the DPO should report directly to the highest management level, i.e. the Governing Body.
- 3.6 The requirement that the DPO reports directly to the Governing Body ensures that the School's governors are made aware of the pertinent data protection issues. In the event that the School decides to take a certain course of action despite the DPO's advice to the contrary, the DPO should be given the opportunity to make their dissenting opinion clear to the Governing Body and to any other decision makers.
- 3.7 If you consider that the policy has not been followed in respect of Personal Data about yourself or others you should raise the matter with the DPO.

#### **4. Definition of terms**

- 4.1 **Biometric Data** means Personal Data resulting from specific technical processing relating to the physical, physiological or behavioural characteristics of a natural person, which allow or confirm the unique identification of that natural person, such as facial images;
- 4.2 **Consent** of the Data Subject means any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of Personal Data relating to him or her;

- 4.3 **Data** is information which is stored electronically, on a computer, or in certain paper-based filing systems or other media such as CCTV;
- 4.4 **Data Subjects** for the purpose of this policy include all living individuals about whom we hold Personal Data. A Data Subject need not be a UK national or resident. All Data Subjects have legal rights in relation to their Personal Data.
- 4.5 **Data Controllers** means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data.
- 4.6 **Data Users** include employees, volunteers, governors whose work involves using Personal Data. Data Users have a duty to protect the information they handle by following our data protection and security policies at all times;
- 4.7 **Data Processors** means a natural or legal person, public authority, agency or other body which processes Personal Data on behalf of the Data Controller;
- 4.8 **Parent** has the meaning given in the Education Act 1996 and includes any person having parental responsibility or care of a child;
- 4.9 **Personal Data** means any information relating to an identified or identifiable natural person ('Data Subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- 4.10 **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 transmitted, stored or otherwise processed;
- 4.11 **Privacy by Design** means implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the GDPR;
- 4.12 **Processing** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- 4.13 **Sensitive Personal Data** means Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## 5. **Data protection principles**

- 5.1 Anyone processing Personal Data must comply with the enforceable principles of good practice. These provide that Personal Data must be:
- 5.1.1 processed lawfully, fairly and in a transparent manner in relation to individuals;
  - 5.1.2 collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical

research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

- 5.1.3 adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- 5.1.4 accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 5.1.5 kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the Personal Data are processed; Personal Data may be stored for longer periods insofar as the Personal Data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- 5.1.6 Processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## 5.2 Processed lawfully, fairly and in a transparent manner

- 5.2.1 The GDPR is intended not to prevent the processing of Personal Data, but to ensure that it is done fairly and without adversely affecting the rights of the Data Subject.
- 5.2.2 For Personal Data to be processed lawfully, certain conditions have to be met. These may include:
  - 5.2.2.1 where we have the Consent of the Data Subject;
  - 5.2.2.2 where it is necessary for compliance with a legal obligation;
  - 5.2.2.3 where processing is necessary to protect the vital interests of the Data Subject or another person;
  - 5.2.2.4 where it 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.
- 5.2.3 Personal data may only be processed for the specific purposes notified to the Data Subject when the data was first collected, or for any other purposes specifically permitted by the Act.

## 5.3 Sensitive Personal Data

- 5.3.1 The School will be processing Sensitive Personal Data about our stakeholders.
- 5.3.2 When Sensitive Personal Data is being processed, as well as establishing a lawful basis (as outlined in paragraph 5.1 above), a separate condition for processing it must be met. In most cases the relevant conditions are likely to be that:

- 5.3.2.1 the Data Subject's explicit consent to the processing of such data has been obtained
  - 5.3.2.2 processing is necessary for reasons of substantial public interest
  - 5.3.2.3 processing is necessary to protect the vital interests of the Data Subject or of another natural person where the Data Subject is physically or legally incapable of giving consent
  - 5.3.2.4 processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the Data Controller.
- 5.3.3 The School recognises that in addition to Sensitive Personal Data, we are also likely to Process information about our stakeholders which is confidential in nature, for example, information about family circumstances, child protection or safeguarding issues. Appropriate safeguards must be implemented for such information, even if it does not meet the legal definition of Sensitive Personal Data.
- 5.4 Criminal convictions and offences
- 5.4.1 There are separate safeguards in the GDPR for Personal Data relating to criminal convictions and offences.
  - 5.4.2 It is likely that the School will Process Data about criminal convictions or offences. This may be as a result of pre-vetting checks we are required to undertake on staff and governors or due to information which we may acquire during the course of their employment or appointment.
  - 5.4.3 In addition, from time to time we may acquire information about criminal convictions or offences involving Parents. This information is not routinely collected and is only likely to be processed by the School in specific circumstances, for example, if a child protection issue arises or if a parent / carer is involved in a criminal matter.
  - 5.4.4 Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.
- 5.5 Transparency
- 5.5.1 One of the key requirements of the GDPR relates to transparency. This means that the School must keep Data Subjects informed about how their Personal Data will be processed when it is collected.
  - 5.5.2 One of the ways we provide this information to individuals is through a privacy notice which sets out important information what we do with their Personal Data. The School has developed privacy notices for the following categories of people:
    - 5.5.2.1 Parents
    - 5.5.2.2 Staff
    - 5.5.2.3 Governors

## 5.6 Consent

- 5.6.1 The School must only process Personal Data on the basis of one or more of the lawful bases set out in the GDPR, which include Consent. Consent is not the only lawful basis and there are likely to be many circumstances when we process Personal Data and our justification for doing so is based on a lawful basis other than Consent.
- 5.6.2 A Data Subject consents to Processing of their Personal Data if they indicate agreement clearly either by a statement or positive action to the Processing. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If Consent is given in a document which deals with other matters, then the Consent must be kept separate from those other matters.
- 5.6.3 If a pupil is aged under 13, we will need to obtain Consent from the Parent(s).
- 5.6.4 Data Subjects must be easily able to withdraw Consent to Processing at any time and withdrawal must be promptly honoured. Consent may need to be refreshed if we intend to Process Personal Data for a different and incompatible purpose which was not disclosed when the Data Subject first consented.
- 5.6.5 Unless we can rely on another legal basis of Processing, Explicit Consent is usually required for Processing Sensitive Personal Data. Often we will be relying on another legal basis (and not require Explicit Consent) to Process most types of Sensitive Data.
- 5.6.6 Evidence and records of Consent must be maintained so that the School can demonstrate compliance with Consent requirements.

## 6. Specified, explicit and legitimate purposes

- 6.1 Personal data should only be collected to the extent that it is required for the specific purpose notified to the Data Subject, for example, in the Privacy Notice or at the point of collecting the Personal Data.
- 6.2 The School will be clear with Data Subjects about why their Personal Data is being collected and how it will be processed.

## 7. Adequate, relevant and limited to what is necessary

- 7.1 The School will ensure that the Personal Data collected is adequate to enable us to perform our functions and that the information is relevant and limited to what is necessary.
- 7.2 The School will implement measures to ensure that Personal Data is processed on a 'Need to Know' basis. This means that the only members of staff or governors who need to know Personal Data about a Data Subject will be given access to it and no more information than is necessary for the relevant purpose will be shared.
- 7.3 When Personal Data is no longer needed for specified purposes, it must be deleted or anonymised in accordance with the School's data retention guidelines.

## **8. Accurate and, where necessary, kept up to date**

- 8.1 Personal data must be accurate and kept up to date.
- 8.2 If a Data Subject informs the School of a change of circumstances their records will be updated as soon as is practicable.
- 8.3 Where a Data Subject challenges the accuracy of their data, the School will immediately mark the record as potentially inaccurate, or 'challenged'. In the case of any dispute, we shall try to resolve the issue informally, but if this proves impossible, disputes will be referred to the Data Protection for their judgement. If the problem cannot be resolved at this stage, the Data Subject should refer their complaint to the Information Commissioner's Office. Until resolved the 'challenged' marker will remain and all disclosures of the affected information will contain both versions of the information.
- 8.4 Notwithstanding paragraph 8.3, a Data Subject continues to have rights under the GDPR and may refer a complaint to the Information Commissioner's Office regardless of whether the procedure set out in paragraph 8.3 has been followed.

## **9. Data to be kept for no longer than is necessary for the purposes for which the Personal Data are processed**

- 9.1 Personal data should not be kept longer than is necessary for the purpose for which it is held. This means that data should be destroyed or erased from our systems when it is no longer required.
- 9.2 It is the duty of the DPO, after taking appropriate guidance for legal considerations, to ensure that obsolete data are properly erased. The School has a retention schedule for all data.

## **10. Data to be processed in a manner that ensures appropriate security of the Personal Data**

- 10.1 The School has taken steps to ensure that appropriate security measures are taken against unlawful or unauthorised processing of Personal Data, and against the accidental loss of, or damage to, Personal Data. Data Subjects may apply to the courts for compensation if they have suffered damage from such a loss.
- 10.2 The GDPR requires us to put in place procedures and technologies to maintain the security of all Personal Data from the point of collection to the point of destruction.
- 10.3 We will develop, implement and maintain safeguards appropriate to our size, scope, our available resources, the amount of Personal Data that we own or maintain on behalf of others.
- 10.4 Data Users are responsible for protecting the Personal Data we hold. Data Users must implement reasonable and appropriate security measures against unlawful or unauthorised Processing of Personal Data and against the accidental loss of, or damage to, Personal Data. Data Users must exercise particular care in protecting Sensitive Personal Data from loss and unauthorised access, use or disclosure.
- 10.5 Data Users must follow all procedures and technologies we put in place to maintain the security of all Personal Data from the point of collection to the point of destruction. Data Users must comply with all applicable aspects of our Data Security Policy and not attempt to circumvent the administrative, physical and technical safeguards we implement and maintain in accordance with the GDPR and relevant standards to protect Personal Data.



- 10.6 Maintaining data security means guaranteeing the confidentiality, integrity and availability of the Personal Data, defined as follows:
- 10.6.1 **Confidentiality** means that only people who are authorised to use the data can access it.
- 10.6.2 **Integrity** means that Personal Data should be accurate and suitable for the purpose for which it is processed.
- 10.6.3 **Availability** means that authorised users should be able to access the data if they need it for authorised purposes.
- 10.7 It is the responsibility of all members of staff and governors to work together to ensure that the Personal Data we hold is kept secure. We rely on our colleagues to identify and report any practices that do not meet these standards so that we can take steps to address any weaknesses in our systems. Anyone who has any comments or concerns about security should notify the Headteacher or the DPO.
- 10.8 Please see our Data Security Policy for details for the arrangements in place to keep Personal Data secure:<sup>2</sup>
- 10.9 Governors
- 10.9.1 Governors are likely to process Personal Data when they are performing their duties, for example, if they are dealing with employee issues, pupil exclusions or parent complaints. Governors should be trained on the School's data protection processes as part of their induction and should be informed about their responsibilities to keep Personal Data secure. This includes:
- 10.9.1.1 Ensure that Personal Data which comes into their possession as a result of their School duties is kept secure from third parties, including family members and friends;
- 10.9.1.2 Ensure they are provided with a copy of the School's Data Security Policy.
- 10.9.1.3 Using a School email account for any School-related communications;
- 10.9.1.4 Ensuring that any School-related communications or information stored or saved on an electronic device or computer is password protected.
- 10.9.1.5 Take appropriate measures to keep Personal Data secure, which includes ensuring that hard copy documents are securely locked away so that they cannot be access by third parties.
- 10.9.2 Governors will be asked to read and sign an ICT Acceptable Use Agreement.

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<sup>2</sup>It is imperative that schools / trusts have a robust data security policy in place which sets out in detail the steps that you take to keep data secure. This will need to cover all aspects of data security in your organisation including, but not limited to, infrastructure security, user account management procedures, leavers and terminations, training, telephone security, email security, printing, internet, social media, blocked sits, use of cloud technologies, fax security, spam and risks from viruses, removable media, teleworking / homeworking environment, mobile devices, laptops, wireless internet, disposals of PCs / servers, lost devices, access control to secure areas, data transfer, access to physical files and all other equipment, personal devices and email accounts, CCTV, use of firewall, patch management and hardware changes, offsite storage.

## **11. Processing in line with Data Subjects' rights**

11.1 Data Subjects have rights when it comes to how we handle their Personal Data. These include rights to:

- 11.1.1 withdraw Consent to Processing at any time;
- 11.1.2 receive certain information about the Data Controller's Processing activities;
- 11.1.3 request access to their Personal Data that we hold;
- 11.1.4 prevent our use of their Personal Data for direct marketing purposes;
- 11.1.5 ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;
- 11.1.6 restrict Processing in specific circumstances;
- 11.1.7 challenge Processing which has been justified on the basis of our legitimate interests or in the public interest;
- 11.1.8 request a copy of an agreement under which Personal Data is transferred outside of the EEA;
- 11.1.9 object to decisions based solely on Automated Processing, including profiling (Automated Decision Making);
- 11.1.10 prevent Processing that is likely to cause damage or distress to the Data Subject or anyone else;
- 11.1.11 be notified of a Personal Data Breach which is likely to result in high risk to their rights and freedoms;
- 11.1.12 make a complaint to the supervisory authority (the ICO).
- 11.1.13 We are required to verify the identity of an individual requesting data under any of the rights listed above. Members of staff should not allow third parties to persuade them into disclosing Personal Data without proper authorisation.

## **12. Dealing with subject access requests**

12.1 The GDPR extends to all Data Subjects a right of access to their own Personal Data. A formal request from a Data Subject for information that we hold about them must be made in writing.

12.2 It is important that all members of staff are able to recognise that a written request made by a person for their own information is likely to be a valid Subject Access Request, even if the Data Subject does not specifically use this phrase in their request or refer to the GDPR. In some cases, a Data Subject may mistakenly refer to the "Freedom of Information Act" but this should not prevent the school from responding to the request as being made under the GDPR, if appropriate. Some requests may contain a combination of a Subject Access Request for Personal Data under the GDPR and a request for information under the Freedom of Information Act 2000 ("FOIA"). Requests for information under the FOIA must be dealt with promptly and in any event within 20 school days.

- 12.3 Any member of staff who receives a written request of this nature must immediately forward it to the DPO as the statutory time limit for responding is **one calendar month**.
- 12.4 As the time for responding to a request does not stop during the periods when the School is closed for the holidays, we will attempt to mitigate any impact this may have on the rights of data subjects to request access to their data by asking them to email the school DPO [dpo@kingswood.herts.sch.uk](mailto:dpo@kingswood.herts.sch.uk) who will endeavour to deal with the query.
- 12.5 A fee will not be charged to the individual for provision of this information.
- 12.6 The School may ask the Data Subject for reasonable identification so that they can satisfy themselves about the person's identity before disclosing the information.
- 12.7 Requests from Parents in respect of their own child will be processed as requests made on behalf of the Data Subject (the child) because the pupil is aged under 13.
- 12.8 It should be noted that the Education (Pupil Information) (England) Regulations 2005 (the "Regulations") applies to maintained schools so the rights available to parents in those Regulations to access their child's educational records apply to the School. This means that following receipt of a request from a parent for a copy of their child's educational records, the School must provide a copy within 15 school days, subject to any exemptions or court orders which may apply. The School may charge a fee for providing a copy of the educational record, depending on the number of pages as set out in the Regulations. This is a separate statutory right that parents of children who attend maintained schools have so such requests should not be treated as a subject access request.
- 12.9 Following receipt of a subject access request, and provided that there is sufficient information to process the request, an entry should be made in the School's Subject Access log book, showing the date of receipt, the Data Subject's name, the name and address of requester (if different), the type of data required (e.g. Student Record, Personnel Record), and the planned date for supplying the information (not more than one calendar month from the request date). Should more information be required to establish either the identity of the Data Subject (or agent) or the type of data requested, the date of entry in the log will be date on which sufficient information has been provided.
- 12.10 Where requests are "manifestly unfounded or excessive", in particular because they are repetitive, the School can:
- 12.10.1 charge a reasonable fee taking into account the administrative costs of providing the information; or
  - 12.10.2 refuse to respond.
- 12.11 Where we refuse to respond to a request, the response must explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month. Members of staff should consult the DPO before refusing a request.
- 12.12 Certain information may be exempt from disclosure so members of staff will need to consider what exemptions (if any) apply and decide whether you can rely on them. For example, information about third parties may be exempt from disclosure. In practice, this means that you may be entitled to withhold some documents entirely or you may need to redact parts of them. Care should be taken to ensure that documents are redacted properly. Please seek further advice or support from the DPO if you are unsure which exemptions apply.

- 12.13 In the context of a School a subject access request is normally part of a broader complaint or concern from a Parent or may be connected to a disciplinary or grievance for an employee. Members of staff should therefore ensure that the broader context is taken into account when responding to a request and seek advice if required on managing the broader issue and the response to the request.

### **13. Providing information over the telephone**

- 13.1 Any member of staff dealing with telephone enquiries should be careful about disclosing any Personal Data held by the School whilst also applying common sense to the particular circumstances. In particular they should:

- 13.1.1 Check the caller's identity to make sure that information is only given to a person who is entitled to it.
- 13.1.2 Suggest that the caller put their request in writing if they are not sure about the caller's identity and where their identity cannot be checked.
- 13.1.3 Refer to their line manager or the DPO for assistance in difficult situations. No-one should feel pressurised into disclosing personal information.

### **14. Authorised disclosures**

- 14.1 Only authorised and trained staff are allowed to make external disclosures of Personal Data. The School will regularly share Personal Data with third parties where it is lawful and appropriate to do so including, but not limited to, the following:

- 14.1.1 Local Authorities
- 14.1.2 the Department for Education
- 14.1.3 the Disclosure and Barring Service
- 14.1.4 the Teaching Regulation Agency
- 14.1.5 the Teachers' Pension Service
- 14.1.6 the Local Government Pension Scheme which is administered by Herts County Council
- 14.1.7 our external HR provider – Herts for Learning
- 14.1.8 our external payroll provider - SERCO
- 14.1.9 Our external IT Providers – Herts for Learning/Schools IT, Nixuss
- 14.1.10 HMRC
- 14.1.11 the Police or other law enforcement agencies
- 14.1.12 our legal advisors and other consultants – Herts for Learning
- 14.1.13 insurance providers – Herts County Council
- 14.1.14 occupational health advisors

- 14.1.15 NHS health professionals including educational psychologists, Health Visitors, speech therapists, Children Centre professionals and other specialists working with the child/parents
  - 14.1.16 Education Welfare Officers;
  - 14.1.17 Courts, if ordered to do so;
  - 14.1.18 Prevent teams in accordance with the Prevent Duty on schools;
  - 14.1.19 other schools, for example, if we are negotiating a managed move and we have Consent to share information in these circumstances.
- 14.2 Some of the organisations we share Personal Data with may also be Data Controllers in their own right in which case we will be jointly controllers of Personal Data and may be jointly liable in the event of any data breaches.
  - 14.3 Data Sharing Agreements should be completed when setting up 'on-going' or 'routine' information sharing arrangements with third parties who are Data Controllers in their own right.
  - 14.4 All Data Sharing Agreements must be signed off by the Data Protection Officer who will keep a register of all Data Sharing Agreements.
  - 14.5 The GDPR requires Data Controllers to have a written contract in place with Data Processors which must include specific clauses relating to the way in which the data is Processed ("GDPR clauses"). A summary of the GDPR requirements for contracts with Data Processors is set out in Appendix 1. It will be the responsibility of the School to ensure that the GDPR clauses have been added to the contract with the Data Processor. Personal data may only be transferred to a third-party Data Processor if they agree to put in place adequate technical, organisational and security measures themselves.
  - 14.6 In some cases Data Processors may attempt to include additional wording when negotiating contracts which attempts to allocate some of the risk relating to compliance with the GDPR, including responsibility for any Personal Data Breaches, onto the School. In these circumstances, the member of staff dealing with the contract should contact the DPO for further advice before agreeing to include such wording in the contract.

## **15. Reporting a Personal Data Breach**

- 15.1 The GDPR requires Data Controllers to notify any Personal Data Breach to the ICO and, in certain instances, the Data Subject.
- 15.2 A notifiable Personal Data Breach must be reported to the ICO without undue delay and where feasible within 72 hours, unless the data breach is unlikely to result in a risk to the individuals.
- 15.3 If the breach is likely to result in high risk to affected Data Subjects, the GDPR, requires organisations to inform them without undue delay.
- 15.4 It is the responsibility of the DPO, or the nominated deputy, to decide whether to report a Personal Data Breach to the ICO.

- 15.5 We have put in place procedures to deal with any suspected Personal Data Breach and will notify Data Subjects or any applicable regulator where we are legally required to do so.
- 15.6 As the School is closed or has limited staff available during school holidays, there will be times when our ability to respond to a Personal Data Breach promptly and within the relevant timescales will be affected. We will contact the DPO of the school and follow the Data Security Response Plan.
- 15.7 If a member of staff or governor knows or suspects that a Personal Data Breach has occurred, our Data Security Response Plan must be followed. In particular, the DPO and Headteacher must be notified immediately. You should preserve all evidence relating to the potential Personal Data Breach.

## **16. Accountability**

- 16.1 The School must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The School is responsible for, and must be able to demonstrate, compliance with the data protection principles.
- 16.2 The School must have adequate resources and controls in place to ensure and to document GDPR compliance including:
- 16.2.1 appointing a suitably qualified DPO;
  - 16.2.2 implementing Privacy by Design when Processing Personal Data and completing Data Protection Impact Assessments (DPIAs) where Processing presents a high risk to rights and freedoms of Data Subjects;
  - 16.2.3 integrating data protection into internal documents including this Data Protection Policy, related policies and Privacy Notices;
  - 16.2.4 training employees and governors on the GDPR, this Data Protection Policy, related policies and data protection matters including, for example, Data Subject's rights, Consent, legal bases, DPIA and Personal Data Breaches. The School must maintain a record of training attendance by School personnel.

## **17. Record keeping**

- 17.1 The GDPR requires us to keep full and accurate records of all our Data Processing activities.
- 17.2 We must keep and maintain accurate records reflecting our Processing including records of Data Subjects' Consents and procedures for obtaining Consents.

## **18. Training and audit**

- 18.1 We are required to ensure all School personnel have undergone adequate training to enable us to comply with data privacy laws.

## 19. Policy Review

- 19.1 It is the responsibility of the Governing Body to facilitate the review of this policy on a regular basis. Recommendations for any amendments should be reported to the DPO.
- 19.2 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

## 20. Enquiries

- 20.1 Further information about the School's Data Protection Policy is available from the DPO. This post is held by Emily Ricketts, [dpo@kingswood.herts.sch.uk](mailto:dpo@kingswood.herts.sch.uk)
- 20.2 General information about the Act can be obtained from the Information Commissioner's Office: [www.ico.gov.uk](http://www.ico.gov.uk)

## Document Control

Date modified	Description of modification	Modified by
14/06/18	Herts for Learning Policy produced May 2018.  Adopted by Kingswood – June 2018	B.Jackson - Headteacher
23/05/19	DPO name and email address changed.	B.Jackson - Headteacher
07/05/20	DPO name and email address changed.	B.Jackson - Headteacher

## Appendix 1 – GDPR Clauses

The GDPR requires the following matters to be addressed in contracts with Data Processors. The wording below is a summary of the requirements in the GDPR and is not intended to be used as the drafting to include in contracts with Data Processors.

1. The Processor may only process Personal Data on the documented instructions of the controller, including as regards international transfers. (Art. 28(3)(a))
2. Personnel used by the Processor must be subject to a duty of confidence. (Art. 28(3)(b))
3. The Processor must keep Personal Data secure. (Art. 28(3)(c) Art. 32)
4. The Processor may only use a sub-processor with the consent of the Data Controller. That consent may be specific to a particular sub-processor or general. Where the consent is general, the processor must inform the controller of changes and give them a chance to object. (Art. 28(2) Art. 28(3)(d))
5. The Processor must ensure it flows down the GDPR obligations to any sub-processor. The Processor remains responsible for any processing by the sub-processor. (Art. 28(4))
6. The Processor must assist the controller to comply with requests from individuals exercising their rights to access, rectify, erase or object to the processing of their Personal Data. (Art. 28(3)(e))
7. The Processor must assist the Data Controller with their security and data breach obligations, including notifying the Data Controller of any Personal Data breach. (Art. 28(3)(f)) (Art. 33(2))
8. The Processor must assist the Data Controller should the Data Controller need to carry out a privacy impact assessment. (Art. 28(3)(f))
9. The Processor must return or delete Personal Data at the end of the agreement, save to the extent the Processor must keep a copy of the Personal Data under Union or Member State law. (Art. 28(3)(g))
10. The Processor must demonstrate its compliance with these obligations and submit to audits by the Data Controller (or by a third party mandated by the controller). (Art. 28(3)(h))
11. The Processor must inform the Data Controller if, in its opinion, the Data Controller's instructions would breach Union or Member State law. (Art. 28(3))