

Policy Title:	GDPR Policy
Policy Folder:	Data Protection
Last reviewed/effective from:	September 2026
Next review:	September 2027
Staff member responsible:	Pete Fowlie (HT)
GB committee responsible:	FGB

1. Introduction

Lantern Lane Primary & Nursery School is committed to protecting personal data and handling information securely, fairly and transparently.

The school collects, stores and processes personal information about pupils, parents, staff, volunteers, governors, contractors and visitors in order to carry out its educational functions and meet its legal obligations.

The school will comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Education Act 1996
- Education Act 2002
- Keeping Children Safe in Education

This policy applies to all staff, governors, volunteers, contractors and any other individuals working on behalf of the school.

2. Data Protection Officer

The school's Data Protection Officer (DPO) is:

Manjit Heer
Data Protection Officer
DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk

Telephone: 0116 261 3211

The DPO provides advice and guidance on compliance with data protection legislation, monitors compliance and acts as the primary point of contact for data protection matters.

3. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring the school complies with data protection legislation and has appropriate policies, procedures and resources in place.

Headteacher

The Headteacher has overall operational responsibility for data protection and information security within the school.

School Business Manager

The School Business Manager supports the implementation of data protection procedures, records management processes and information security arrangements.

Staff and Volunteers

All staff and volunteers are responsible for:

- processing personal data lawfully and securely;
- following school policies and procedures;
- maintaining confidentiality;
- reporting data breaches or concerns immediately;
- completing required training.

4. Data Protection Principles

The school will comply with the principles set out in Article 5 UK GDPR.

Personal data shall be:

a) Processed Lawfully, Fairly and Transparently

Individuals will be informed about how their information is collected and used through published privacy notices.

b) Collected for Specified Purposes

Information will only be collected for legitimate educational, employment, safeguarding and administrative purposes.

c) Adequate, Relevant and Limited

Only information necessary for the intended purpose will be collected.

d) Accurate and Up to Date

Reasonable steps will be taken to ensure personal data remains accurate.

e) Kept No Longer Than Necessary

Information will be retained only for as long as required by law, statutory guidance or operational need.

f) Kept Secure

The school will implement appropriate technical and organisational measures to protect personal data.

5. Categories of Information Processed

The school processes personal information relating to:

- Pupils and families
- Employees and volunteers
- Governors
- Contractors

- Visitors

Details of information collected and processed are contained within the school's privacy notices.

6. Lawful Basis for Processing

The school processes personal data under one or more lawful bases contained within Article 6 UK GDPR, including:

- Legal obligation
- Public task
- Contract
- Consent

Where special category data is processed, the school relies on additional conditions under Article 9 UK GDPR, including:

- Employment obligations
- Health and social care purposes
- Safeguarding children and vulnerable individuals
- Substantial public interest

7. Data Security

The school maintains appropriate security arrangements, including:

- Role-based access controls
- Password-protected systems
- Secure cloud-based platforms
- Encryption where appropriate
- Secure disposal of confidential information
- Secure transfer of personal data
- Staff training and awareness

Paper records containing personal information will be stored securely and accessed only by authorised individuals.

8. Data Sharing

The school only shares personal information where there is a lawful basis to do so.

Information may be shared with:

- Nottinghamshire County Council
- Department for Education (DfE)

- Health services
- Children's Social Care
- Police and safeguarding partners
- Schools attended before or after Lantern Lane
- Educational psychologists and support services
- Payroll and pension providers
- Professional advisers and contractors
- Approved educational software providers

All third parties are expected to process information securely and in accordance with data protection legislation.

9. Subject Access Requests

Individuals have the right to request access to personal information that the school holds about them.

Subject Access Requests should be submitted to:

info@dpoforschools.co.uk

The school will normally respond within one calendar month in accordance with UK GDPR.

The school may request proof of identity before releasing information.

10. Other Individual Rights

Individuals may have the right to:

- be informed;
- access their information;
- request rectification;
- request restriction of processing;
- object to processing;
- request erasure in certain circumstances;
- withdraw consent where consent is relied upon.

Some rights are subject to exemptions contained within data protection legislation.

11. Data Breaches

All actual or suspected personal data breaches must be reported immediately to the Headteacher and Data Protection Officer.

Examples include:

- information sent to the wrong person;
- loss of paper records;

- unauthorised access to systems;
- lost or stolen devices containing personal information.

The DPO will assess whether the breach requires notification to the Information Commissioner's Office (ICO) and affected individuals.

12. Data Retention

The school retains records in accordance with statutory requirements and recognised education-sector retention guidance.

Information will be securely destroyed when retention periods expire.

13. Training

All staff will receive appropriate data protection and information security training.

Additional training will be provided where responsibilities require it.

14. Complaints

Concerns regarding data protection should initially be referred to:

Manjit Heer

Data Protection Officer

info@dpoforschools.co.uk

Individuals also have the right to complain to the Information Commissioner's Office (ICO):

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

15. Monitoring and Review

This policy will be reviewed annually or earlier where changes in legislation, guidance or school practice require it.

Approved by: Full Governing Body

Review Frequency: Annual

Next Review Date: September 2027