NEWCOMEN PRIMARY SCHOOL

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Data Protection Policy

Academic year 2026–2027

Effective from	Review date
September 2026	September 2027

1. Introduction

Newcomen Primary School's Data Protection Policy has been produced to ensure compliance with the Data Protection Act 2018 (DPA 2018), the UK GDPR and associated legislation, and it incorporates guidance from the Information Commissioner's Office (ICO).

The DPA 2018 and UK GDPR give individuals rights over their personal data and protect individuals from the erroneous use of their personal data.

Newcomen Primary School is registered with the ICO as a Data Controller for the processing of living individuals' personal information.

2. Purpose

Newcomen Primary School's Data Protection Policy has been produced to ensure its compliance with the DPA 2018 and UK GDPR.

The Policy incorporates guidance from the ICO, and outlines the School's overall approach to its responsibilities and individuals' rights under the DPA 2018 and UK GDPR.

3. Scope

This Policy applies to all employees (including temporary, casual or agency staff, volunteers and contractors, consultants and suppliers working for, or on behalf of, the School), third parties and others who may process personal information on behalf of Newcomen Primary School.

The Policy also covers any staff and pupils who may be involved in research or other activity that requires them to process or have access to personal data, for instance as part of a research project or as part of professional practice activities. If this occurs, it is the responsibility of the relevant school to ensure the data is processed in accordance with the DPA 2018 and UK GDPR and that students and staff are advised about their responsibilities. In addition, the activity should be referred to the Research Ethics Committee.

4. Data covered by the Policy

A detailed description of this definition is available from the ICO. However, personal data is information relating to an individual where the structure of the data allows the information to be accessed i.e. as part of a relevant filing system. This includes data held manually and electronically and data compiled, stored or otherwise processed by Newcomen Primary School, or by a third party on its behalf.

Special category data is personal data consisting of information relating to:

- Racial or ethnic origin

- Political opinions, religious beliefs or other beliefs of a similar nature
- Membership of a trade union
- Physical or mental health or condition
- Sexual life or sexual orientation
- Genetic or biometric data
- Commission or alleged commission of any offence
- Any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

5. The Data Protection Principles

The UK GDPR (Article 5) and the DPA 2018 require Newcomen Primary School, its staff and others who process or use any personal information to comply with the seven data protection principles.

The principles require that personal data shall:

- Be processed lawfully, fairly and in a transparent manner
- Be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Be adequate, relevant and limited to what is necessary
- Be accurate and, where necessary, kept up to date
- Be kept in a form which permits identification of data subjects for no longer than is necessary
- Be processed in a manner that ensures appropriate security of the personal data

The controller shall be responsible for, and be able to demonstrate compliance with, these principles (accountability).

6. Responsibilities

Newcomen Primary School has an appointed Data Protection Officer, Sharon Lowey, to handle day-to-day issues which arise and to provide members of the school with guidance on Data Protection issues to ensure they are aware of their obligations.

All new members of staff as part of their induction will be required to undertake data protection awareness compliance training.

All staff to undertake refresher training as part of their annual safeguarding programme in September.

Employees of Newcomen Primary School are expected to:

- Familiarise themselves and comply with the data protection principles
- Ensure any possession of personal data is accurate and up-to-date
- Ensure their own personal information is accurate and up-to-date
- Keep personal data for no longer than is necessary
- Ensure that any personal data they process is secure and in compliance with the school's information related policies and strategies
- Acknowledge data subjects' rights under the DPA 2018 and UK GDPR, and comply with access to records
- Ensure personal data is only used for those specified purposes and is not unlawfully used for any other business that does not concern the School
- Obtain a lawful basis when collecting, sharing or disclosing personal data
- Contact the Data Protection Officer (Sharon Lowey) for any concerns or doubt relating to data protection to avoid any infringements of the DPA 2018 or UK GDPR.

Pupils of the School are expected to:

- Comply with the data protection principles
- Comply with any security procedures implemented by the School

7. Obtaining, Disclosing and Sharing

Only personal data that is necessary for a specific school related business reason should be obtained.

Parents are informed about how their child's data will be processed when they agree to the Data Processing Consent Notice upon registration.

Upon acceptance of employment at Newcomen Primary School, members of staff also consent to the processing and storage of their data.

Data must be collected and stored in a secure manner.

Personal information must not be disclosed to a third party organisation without prior consent of the individual concerned or another lawful basis. This also includes information that would confirm whether or not an individual is or has been an applicant, student or employee of Newcomen Primary School.

Newcomen Primary School may have a duty to disclose personal information in order to comply with legal or statutory obligation. The DPA 2018 and UK GDPR allow the disclosure of personal data to authorised bodies, such as the police and other organisations that have a crime prevention or law enforcement function. Any requests to disclose personal data for reasons relating to national security, crime and taxation should be directed to the Data Protection Officer (Sharon Lowey) in the first instance.

Personal information that is shared with third parties on a more regular basis shall be carried out under written agreement to stipulate the boundaries of sharing. For circumstances where personal information would need to be shared in the case of ad hoc arrangements, sharing shall be undertaken in compliance with the DPA 2018 and UK GDPR.

8. Retention, Security and Disposal

Recipients responsible for the processing and management of personal data need to ensure that the data is accurate and up-to-date. If an employee, pupil or applicant is dissatisfied with the accuracy of their personal data, they must inform the Data Protection Officer (Sharon Lowey) in the first instance.

Personal information held in paper and electronic format shall not be retained for longer than is necessary. In accordance with the principles of the UK GDPR, personal information shall be collected and retained only for business, regulatory or legal purposes.

In accordance with the provisions of the DPA 2018 and UK GDPR, all staff whose work involves processing personal data, whether in electronic or paper format, must take personal responsibility for its secure storage and ensure appropriate measures are in place to prevent accidental loss or destruction of, or damage to, personal data.

In accordance with Newcomen Primary School's flexible working arrangements, staff working from home will be responsible for ensuring that personal data is stored securely and is not accessible to others.

All departments should ensure that data is destroyed in accordance with the Retention Schedule when it is no longer required.

Personal data in paper format must be shredded or placed in the confidential waste bins provided. Personal data in electronic format should be deleted, and CDs and pen drives that hold personal data passed to your IT provider for safe disposal. Hardware should be appropriately destroyed in compliance with your IT service provider's contractual obligations in line with the DPA 2018 and UK GDPR.

9. Transferring Personal Data

Any transfer of personal data must be done securely in line with Newcomen Primary School's Information Security Policy.

Email communication is not always secure and sending personal data via external email should be avoided unless it is encrypted with a password provided to the recipient by separate means such as via telephone.

Care should be taken to ensure emails containing personal data are not sent to unintended recipients. It is important that emails are addressed correctly and care is taken when using reply all or forwarding or copying

others in to emails. Use of the blind copy facility should be considered when sending an email to multiple recipients to avoid disclosing personal information to others.

Personal email accounts should not be used to send or receive personal data for work purpose.

10. Data Subject's Right of Access (Subject Access Requests)

Under the DPA 2018 and UK GDPR, individuals (both staff and pupils) have the right of access to their personal data held by the School. This applies to data held in both paper and electronic format and within a relevant filing system.

Newcomen Primary School shall use its discretion under the DPA 2018 and UK GDPR to encourage informal access at a local level to a data subject's personal information but it will also have a formal procedure for the processing of Subject Access Requests.

Any individual who wishes to exercise this right should make the request through submitting a Subject Access Request Form. This is available on the school's website at newcomenprimary.co.uk or by contacting the Data Protection Officer (Sharon Lowey).

Newcomen Primary School will not charge a fee. It will only release any information upon receipt of the completed Subject Access Request Form, along with proof of identity or proof of authorisation where requests are made on the behalf of a data subject by a third party. The requested information will be provided within the statutory timescale of one month from receipt of the completed form.

11. Reporting a Data Security Breach

It is important the School responds to a data security breach quickly and effectively. A breach may arise from a theft, a deliberate attack on school systems, unauthorised use of personal data, accidental loss or equipment failure. Any data breach should be reported to the Data Protection Officer, Sharon Lowey, c/o Newcomen Primary School, Trent Road, Redcar, TS10 1NL and if it relates to an IT incident (including information security), should also be reported to the Headteacher and in certain circumstances to your IT provider – please refer to the Data Breach Policy for more information.

Any breach will be investigated in line with the procedures within the Data Breach Policy. In accordance with that Policy, Newcomen Primary School will treat any breach as a serious issue. Each incident will be investigated and judged on its individual circumstances and addressed accordingly.

12. Approval

Approved by: The Governing Body of Newcomen Primary School

Signed (Chair of Governors): 

Name: Mr Mark Hassack

Date of approval: October 2026

Signed (Headteacher): 

Name: Kinga Pusztai

Next review: September 2027, or sooner if required