

Data Protection Policy	
Person Responsible:	Business Manager
Last reviewed on:	June 2025
Next review due by:	June 2026

## 1. Aims

Our College aims to ensure that all personal data collected about staff, students, parents and carers, trustees and board members, visitors and other individuals is collected, stored and processed in accordance with UK data protection law.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

## 2. Legislation and guidance

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc.\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

It is based on guidance published by the Information Commissioner's Office (ICO) on the [UK GDPR](#) and guidance from the Department for Education (DfE) on [Generative artificial intelligence in education](#).

The College does not use biometric data, however if it is planned to do so, it would have to meet the requirements of the [Protection of Freedoms Act 2012](#).

It also reflects the ICO's [guidance](#) for the use of surveillance cameras and personal information.

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In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#) which gives parents the right of access to their child's educational record.

This policy complies with our funding agreement and articles of association.

### 3. Definitions

TERM	DEFINITION
<b>Personal data</b>	<p>Any information relating to an identified, or identifiable, living individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none"> <li>Name (including initials)</li> <li>Identification number</li> <li>Location data</li> <li>Online identifier, such as a username</li> </ul> <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
<b>Special categories of personal data</b>	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none"> <li>Racial or ethnic origin</li> <li>Political opinions</li> <li>Religious or philosophical beliefs</li> <li>Trade union membership</li> <li>Genetics</li> <li>Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes</li> <li>Health – physical or mental</li> <li>Sex life or sexual orientation</li> </ul>
<b>Processing</b>	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
<b>Data subject</b>	The identified or identifiable individual whose personal data is held or processed.
<b>Data controller</b>	A person or organisation that determines the purposes and the means of processing of personal data.
<b>Data processor</b>	A person or other body, other than an employee of the data controller who processes personal data on behalf of the data controller.
<b>Personal data breach</b>	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

## 4. The data controller

Our college processes personal data relating to parents and carers, students, staff, trustees and board members, visitors and others, and therefore is a data controller.

The college is registered with the ICO as legally required.

## 5. Roles and responsibilities

This policy applies to **all staff** employed by our college, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

### 5.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring that our college complies with all relevant data protection obligations.

### 5.2 Data protection officer

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the board and, where relevant, report to the board their advice and recommendations on college data protection issues.

The DPO is also the first point of contact for individuals whose data the college processes, and for the ICO.

Full details of the DPO's responsibilities are set out in their job description.

Our DPO is outsourced to SchoolPro TLC and they are contactable via [DPO@schoolprop.co.uk](mailto:DPO@schoolprop.co.uk) or 01452 947633.

The Data Protection lead for the College is the Business Manager and HR Officer. These people coordinate data protection training across the college and arrange for spot checks and compliance audits, in conjunction with the DPO.

### 5.3 Principal

The Principal acts as the representative of the data controller on a day-to-day basis.

### 5.4 All staff

Staff are responsible for:

Collecting, storing and processing any personal data in accordance with this policy

Informing the college of any changes to their personal data, such as a change of address

Contacting the DPO or the Data Protection Lead in the following circumstances:

- With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
- If they have any concerns that this policy is not being followed
- If they are unsure whether or not they have a lawful basis to use personal data in a particular way

- If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the UK
- If there has been a data breach
- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

## 6. Data protection principles

The UK GDPR is based on data protection principles that our college must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

This policy sets out how the college aims to comply with these principles.

## 7. Collecting personal data

### 7.1 Lawfulness, fairness and transparency

We will only process personal data where we have one of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the college can **fulfil a contract** with the individual, or the individual has asked the college to take specific steps before entering into a contract
- The data needs to be processed so that the college can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual or another person i.e. to protect someone's life
- The data needs to be processed so that the college, as a public authority, can **perform a task in the public interest or exercise its official authority**
- The data needs to be processed for the **legitimate interests** of the college (where the processing is not for any tasks the college performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden
- The individual (or their parent/carer when appropriate in the case of a student) has freely given clear **consent**

For special categories of personal data, we will also meet one of the special category conditions for processing under data protection law:

- The individual (or their parent/carer when appropriate in the case of a student) has given **explicit consent**
- The data needs to be processed to perform or exercise obligations or rights in relation to **employment, social security or social protection law**

- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for the establishment, exercise or defence of **legal claims**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **public health reasons**, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **archiving purposes**, scientific or historical research purposes, or statistical purposes, and the processing is in the public interest

For criminal offence data, we will meet both a lawful basis and a condition set out under data protection law. Conditions include:

- The individual (or their parent/carer when appropriate in the case of a student) has given **consent**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of **legal rights**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

We will always consider the fairness of our data processing. We will ensure we do not handle personal data in ways that individuals would not reasonably expect, or use personal data in ways which have unjustified adverse effects on them.

## 7.2 Limitation, minimisation and accuracy

We will only collect personal data for specified explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

We will keep data accurate and, where necessary, up to date. Inaccurate data will be rectified or erased when appropriate.

In addition, when staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the college's record retention schedule.

## **7.3 Our processing of special categories of personal data and criminal offence data**

As part of our statutory functions, we process special category data and criminal offence data in accordance with the requirements of Articles 9 and 10 of the UK General Data Protection Regulation ('UK GDPR') and Schedule 1 of the Data Protection Act 2018 ('DPA 2018').

### **Special Category Data**

Special category data is defined at Article 9 of the UK GDPR as personal data revealing:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- 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.

### **Criminal Conviction Data**

Article 10 of the UK GDPR covers processing in relation to criminal convictions and offences or related security measures. In addition, section 11(2) of the DPA 2018 specifically confirms that this includes personal data relating to the alleged commission of offences or proceedings for an offence committed or alleged to have been committed, including sentencing. This is collectively referred to as 'criminal offence data'.

### **Appropriate Policy Document**

Some of the Schedule 1 conditions for processing special category and criminal offence data require us to have an Appropriate Policy Document ('APD') in place, setting out and explaining our procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data.

This section of our Data Protection Policy document explains our processing and satisfies the requirements of Schedule 1, Part 4 of the DPA 2018.

In addition, it provides some further information about our processing of special category and criminal offence data where a policy document isn't a specific requirement. The information supplements our privacy notices.

### **Conditions for processing special category and criminal offence data**

We process special categories of personal data under the following UK GDPR Articles:

- i. Article 9(2)(a) – explicit consent

In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by affirmative action and is recorded as the condition for processing.

Examples of our processing include staff dietary requirements and health information we receive from our pupils who require a reasonable adjustment to access our services.

- ii. Article 9(2)(b) – where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the school

or the data subject in connection with employment, social security or social protection.

Examples of our processing include staff sickness absences.

- iii. Article 9(2)(c) – where processing is necessary to protect the vital interests of the data subject or of another natural person.

An example of our processing would be using health information about a pupil or member of staff in a medical emergency.

- iv. Article 9(2)(f) – for the establishment, exercise or defense of legal claims.

Examples of our processing include processing relating to any employment tribunal or other litigation.

- v. Article 9(2)(g) - reasons of substantial public interest.

As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role.

Examples of our processing include the information we seek or receive as part of investigating an allegation.

- vi. Article 9(2)(j) – for archiving purposes in the public interest.

The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving.

An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR

Examples of our processing of criminal offence data include pre-employment checks and declarations by an employee in line with contractual obligations.

### **Processing which requires an Appropriate Policy Document**

Almost all of the substantial public interest conditions in Schedule 1 Part 2 of the DPA 2018, plus the condition for processing employment, social security and social protection data, require an APD (see Schedule 1 paragraphs 1 and 5).

This section of the policy is the APD for the school. It demonstrates that the processing of special category ('SC') and criminal offence ('CO') data based on these specific Schedule 1 conditions is compliant with the requirements of the UK GDPR Article 5 principles. Our retention with respect to this data is documented in our retention schedule.

### **Description of data processed**

We process the special category data about our employees that is necessary to fulfil our obligations as an employer. This includes information about their health and wellbeing, ethnicity, photographs and their membership of any union. Further information about this processing can be found in our staff privacy notice.

We process the special category data about the children in our care and other members of our community that is necessary to fulfil our obligations as a school, and for safeguarding and care. This includes information about their health and wellbeing, ethnicity, photographs and other categories of data relevant to the provision of care. Further information about this processing can be found in our pupil privacy notice.

We also maintain a record of our processing activities in accordance with Article 30 of the UK GDPR.



## **Schedule 1 conditions for processing**

### **Special category data**

We process SC data for the following purposes in Part 1 of Schedule 1:

- Paragraph 1(1) employment, social security and social protection.

We process SC data for the following purposes in Part 2 of Schedule 1. All processing is for the first listed purpose and might also be for others dependent on the context:

- Paragraph 6(1) and (2)(a) statutory, etc. purposes
- Paragraph 18(1) – safeguarding of children and of individuals at risk

### **Criminal offence data**

We process criminal offence data for the following purposes in parts 1, 2 and 3 of Schedule 1:

- Paragraph 1 – employment, social security and social protection
- Paragraph 6(2)(a) – statutory, etc. purposes
- Paragraph 12(1) – regulatory requirements relating to unlawful acts and dishonesty etc.
- Paragraph 18(1) – safeguarding of children and of individuals at risk
- Paragraph 36 – Extension of conditions in part 2 of this Schedule referring to substantial public interest

## **8. Sharing personal data**

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

- There is an issue with a student or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and students – for example, IT companies. When doing this, we will:
  - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with UK data protection law
  - Establish a contract with the supplier or contractor to ensure the fair and lawful processing of any personal data we share
  - Only share data that the supplier or contractor needs to carry out their service

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them respond to an emergency situation that affects any of our students or staff.

Where we transfer personal data internationally, we will do so in accordance with UK data protection laws.

## **9. Subject access requests and other rights of individuals**

### **9.1 Subject access requests**

Individuals have a right to make a 'subject access request' to gain access to personal information that the college holds about them. This includes:



- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restriction, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual
- The safeguards provided if the data is being transferred internationally

Subject access requests can be submitted in any form, but we may be able to respond to requests more quickly if they are made in writing and include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request in any form, they must immediately forward it to the DPO or Data Protection Lead.

## 9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request or have given their consent.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of students at our college may not be granted without the express permission of the student. However, due to us being a specialist education provision and some students being unable to understand their rights or have the capacity to give consent, subject access requests from parents or carers of students at our college may sometimes be granted without the express permission of the student. This is not a rule and a student's ability to understand their rights will always be judged on a case-by-case basis.

## 9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant)
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We may not disclose information for a variety of reasons, such as if it:

- Might cause serious harm to the physical or mental health of the student or another individual
- Would reveal that the child is being or has been abused, or is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Would include another person's personal data that we can't reasonably anonymise, and we don't have the other person's consent, and it would be unreasonable to proceed without it
- Is part of certain sensitive documents, such as those related to crime, immigration, legal proceedings or legal professional privilege, management forecasts, negotiations, confidential references, or exam scripts

If the request is unfounded or excessive, we may refuse to act on it or charge a reasonable fee to cover administrative costs. We will take into account whether the request is repetitive in nature when making this decision.

When we refuse a request, we will tell the individual why and tell them they have the right to complain to the ICO. ~~or they can seek to enforce their subject access right through the courts.~~

When we refuse a request, we will tell the individual why and tell them they have the right to complain to the ICO.

Requests will be processed in accordance with the Department for Education guidance [Dealing with subject access requests \(SARS\)](#). This guidance also makes reference to "Dealing with information already held by the requestor":

**If a requester already has information previously provided by the school or has access to information, you do not need to resend this in your response. You will still need to explain that you hold that information and explain why you are not releasing it.** [Data protection in schools - Dealing with subject access requests \(SARs\) - GOV.UK](#)

The UK GDPR does not prevent data subject making a subject access request via a third party. Requests from third parties are dealt with as follows:

- In these cases, we need to be satisfied that the third party making the request is entitled to act on behalf of the data subject.
- It is the third party's responsibility to provide evidence of this entitlement.
- This might be a written authority to make the request or it might be a more general power of attorney.
- If there is no evidence that the third party is authorised to act on behalf of the data subject, we are not required to respond to the SAR.
- However, if we are able to contact the data subject, we will respond to them directly to confirm whether they wish to make a SAR.

## 9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Object to processing which has been justified on the basis of public interest, official authority or legitimate interests

- Challenge decisions based solely on automated decision making or profiling (i.e., making decisions or evaluating certain things about an individual based on their personal data with no human involvement)
- Be notified of a data breach (in certain circumstances)
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

## 10. Parental requests to see the educational record

Parents, or those with parental responsibility, may request access to their young person's educational record (which includes most information about a student) within 15 college days of receipt of a written request.

If the request is for a copy of the educational record, the college may charge a fee to cover the cost of supplying it.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the student or another individual, or if it would mean releasing exam marks before they are officially announced.

## 11. Biometric recognition systems

The college does not currently use or plan to use any biometric recognition systems.

## 12. CCTV

We use CCTV in various locations around the college site to ensure it remains safe. We will follow the [ICO's guidance](#) for the use of CCTV and comply with data protection principles.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the Business Manager.

## 13. Photographs and videos

As part of our college activities, we may take photographs and record images of individuals within our college.

We will obtain written consent from parents/carers, or students aged 18 and over who are able to provide their own consent, for photographs and videos to be taken of students for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and student. Where we don't need parental consent, we will clearly explain to the student how the photograph and/or video will be used.

Any photographs and videos taken by parents/carers at college events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other students are not shared publicly on social media for safeguarding

reasons, unless all the relevant parents/carers (or students where appropriate) have agreed to this.

Where the college takes photographs and videos, uses may include:

- Within college on notice boards and in college magazines, brochures, newsletters, etc.
- Outside of college by external agencies such as the college photographer, newspapers, campaigns
- Online on our college website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the young person, to ensure they cannot be identified.

## **14. Artificial intelligence (AI)**

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Great Oaks College recognises that AI has many uses to help students learn but also poses risks to sensitive and personal data.

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, Great Oaks College will treat this as a data breach and will follow the personal data breach procedure outlined in appendix 1.

## **15. Data protection by design and default**

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing data protection impact assessments where the college's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this processing)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Appropriate safeguards being put in place if we transfer any personal data outside of the UK, where different data protection laws may apply
- Maintaining records of our processing activities, including:

- For the benefit of data subjects, making available the name and contact details of our college and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)
- For all personal data that we hold, maintaining an internal record of the type of data, type of data subject, how and why we are using the data, any third-party recipients, any transfers outside of the UK and the safeguards for those, retention periods and how we are keeping the data secure

## 15.1 Data Protection Impact Assessments (DPIAs)

A Data Protection Impact Assessment (DPIA) is a process to help us identify and minimise the data protection risks of a project.

We will do a DPIA for processing that is **likely to result in a high risk** to individuals as well as any other major project which requires the processing of personal data.

It is vital that the **DPIA is completed before processing is commenced** to ensure that all risks are identified and mitigated as much as possible.

Our DPIA will:

- describe the nature, scope, context, and purposes of the processing;
- assess necessity, proportionality, and compliance measures;
- identify and assess risks to individuals; and
- identify any additional measures to mitigate those risks.

To assess the level of risk, we will consider both the likelihood and the severity of any impact on individuals. High risk could result from either a high probability of some harm, or a lower possibility of serious harm.

We will consult our data protection officer (SchoolPro TLC Ltd) and, where appropriate, individuals and relevant experts. We may also need to consult with relevant processors.

If we identify a high risk that we cannot mitigate, we will consult the ICO before starting the processing.

We will implement the measures we identified from the DPIA, and integrate them into our policies, procedures, and practice.

## 16. Data security and storage of records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data, are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the college office
- Passwords that are at least 10 characters long containing letters and numbers are used to access college computers, laptops and other electronic devices. Staff and students are reminded that they should not reuse passwords from other sites
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices

- Staff, students or the board are not permitted to store personal information on their personal devices.
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

The Great Oaks College archive is maintained as a resource to help inspire and equip current staff and students to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of college-life among many generations and to serve as a research resource for all interested in the history of Great Oaks College and the community it serves.

## **17. Disposal of records**

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the college's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

## **18. Personal data breaches**

The college will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours after becoming aware of it. Such breaches in a college context may include, but are not limited to:

- A non-anonymised dataset being published on the college website which shows the exam results of students eligible for the student premium
- Safeguarding information being made available to an unauthorised person
- The theft of a college laptop containing non-encrypted personal data about students

## **19. Training**

All staff and the board are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the college's processes make it necessary.

## **20. Monitoring arrangements**

The DPO and Data Protection Lead is responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by the full governing board.

## **21. Links with other policies**

This data protection policy is linked to our:

- Safeguarding Policy
- E-Safety Policy
- Acceptable use Policy
- Privacy notices



## • Appendix 1: Personal data breach procedure

This procedure is based on [guidance on personal data breaches](#) produced by the Information Commissioner's Office (ICO).

On finding or causing a breach, or potential breach, the staff member, trustee or board member, or data processor must immediately notify the data protection leads by contacting [finance@greatoakscollege.com](mailto:finance@greatoakscollege.com) or [hr@greatoakscollege.com](mailto:hr@greatoakscollege.com) with full details of the breach. The data protection lead will then record the breach on the online system.

The DPO will then investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:

- Lost
- Stolen
- Destroyed
- Altered
- Disclosed or made available where it should not have been
- Made available to unauthorised people

Staff and the board will cooperate with the investigation (including allowing access to information and responding to questions). The investigation will not be treated as a disciplinary investigation

If a breach has occurred or it is considered to be likely that is the case, the DPO will alert the Business Manager or Principal.

The DPO will make all reasonable efforts to contain and minimise the impact of the breach. Relevant staff members or data processors should help the DPO with this where necessary, and the DPO should take external advice when required (e.g., from IT providers). (See the actions relevant to specific data types at the end of this procedure)

The DPO will assess the potential consequences (based on how serious they are and how likely they are to happen) before and after the implementation of steps to mitigate the consequences

The DPO will work out whether the breach must be reported to the ICO and the individuals affected using the ICO's [self-assessment tool](#)

The DPO will document the decisions (either way), in case the decisions are challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored in a data breach log on Schools Pro TLC software solution.

Where the ICO must be notified, the DPO will do this via the ['report a breach' page](#) of the ICO website, or through its breach report line (0303 123 1113), within 72 hours of the college's awareness of the breach. As required, the DPO will set out:

- A description of the nature of the personal data breach including, where possible:
  - The categories and approximate number of individuals concerned
  - The categories and approximate number of personal data records concerned
- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach

- A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

If all the above details are not yet known, the DPO will report as much as they can within 72 hours of the college's awareness of the breach. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible

Where the college is required to communicate with individuals whose personal data has been breached, the DPO will tell them in writing. This notification will set out:

- A description, in clear and plain language, of the nature of the personal data breach
- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned

The DPO will consider, in light of the investigation and any engagement with affected individuals, whether to notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies

The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:

- Facts and cause
- Effects
- Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

Records of all breaches will be stored online on the Schools Pro TLC software solution.

The DPO and Business Manager or Principal will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible

The DPO and Business Manager or Principal will meet regularly to assess recorded data breaches and identify any trends or patterns requiring action by the college to reduce risks of future breaches


## **Actions to minimise the impact of data breaches**

We set out below the steps we might take to try and mitigate the impact of different types of data breach if they were to occur, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

### **Sensitive information being disclosed via email (including safeguarding records)**

- If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error
- Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error

- If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the IT department to attempt to recall it from external recipients and remove it from the college's email system (retaining a copy if required as evidence)
- In any cases where the recall is unsuccessful or cannot be confirmed as successful, the DPO will consider whether it's appropriate to contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way
- The DPO will endeavour to obtain a written response from all the individuals who received the data, confirming that they have complied with this request
- The DPO will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted
- If safeguarding information is compromised, the DPO will inform the designated safeguarding lead and discuss whether the college should inform any, or all, of its local safeguarding partners

<b>Agreed by Board of Directors</b>	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	8/7/2025