



Sudbrook School Limited · The Village Hall · Bute Ave · Petersham · Richmond TW10 7AX

DATA PROTECTION Policy

Title	DATA PROTECTION Policy
Version	1.1 / August 2025
Created by	Data Protection Lead
Validity	Parents and guardians of children
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POLICY STATEMENT

Sudbrook School is fully committed to comply with the General Data Protection Regulations (GDPR 2021). While carrying out its functions, the nursery will collect, store and process personal data about children, parents, employees. Proper treatment of these data is essential and in line with the school's values. Therefore, school staff are obliged to comply with this policy when processing personal data on our behalf (eg: children's progress reports). Any breach of this policy by school staff may result in disciplinary or other action.

Data We Hold

Sudbrook School holds personal data about current, past and prospective students, parents, employees and others with whom the school communicates. Personal data may be recorded on paper or stored electronically. This policy and other documents referred to in it set out the basis on which the School will process any Personal Data it collects from individuals, whether those data are provided to us by individuals or obtained from other sources (eg: medical reports). It sets out the rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store this information.

This Policy does not form part of any employee's contract of employment and may be amended at any time.

The Data Protection Lead is responsible for ensuring compliance with the relevant data protection laws and with this policy. That post is held by Matthias Krauss, Director.

DISCLOSURE AND SHARING OF PERSONAL INFORMATION

We may disclose Personal Data we hold to third parties:

- if we are under a duty to disclose or share an individual's personal data in order to comply with any legal obligation;
- in order to enforce or apply any contract with the individual or other agreements; or
- to protect our rights, property, or safety of our employees, customers, or others. This includes exchanging information with other companies and organisations for the purposes of child welfare and fraud protection.

REQUESTS FOR INFORMATION

Requests for information may take the following forms:

- Requests for education records;
- Freedom of information requests;
- Subject access requests;
- Where a person with parental responsibility requests information about a child's educational records then these should be provided,

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If a person makes a request for information under the Freedom of Information Act then the information should usually be provided unless there are some specific concerns about disclosing the information. Common concerns in the school context may be that information relates to other people, is confidential or legally privileged. There is extensive guidance on the ICO website. If a freedom of information request is made and there are any concerns about disclosing information then the Data Protection Lead should be contacted. If a person makes a subject access request then they are requesting the personal information that the School has about them. There are exemptions to disclosing some information but these are more limited as a person has a right to know what information is held on them. If a subject access request is made then the Data Protection Lead should be contacted immediately.

DATA PROTECTION PRINCIPLES

In this Policy, the functions of the school are the provision of education and any pastoral, business, administrative, community or similar activities associated with that provision. Anyone processing personal data for or on behalf of the School must comply with the principles of good practice contained in relevant data protection law. These principles state that personal data must be:

- processed fairly, lawfully and transparently;
- adequate, relevant and not excessive for the purposes for which they are processed;
- accurate and, where necessary, kept up to date;
- not kept longer than necessary for the intended purpose of processing; and
- 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.

The School will keep a record of all data processing activities and must be able to demonstrate its compliance with these principles and with the wider requirements of relevant data protection law.

FAIR, LAWFUL AND TRANSPARENT PROCESSING

For personal data to be processed lawfully, they must be processed on the basis of one of the legal grounds set out in relevant data protection law. These include, but are not limited to:

- the individual's explicit consent to the processing for one or more specified purposes;
- that the processing is necessary for the performance of a contract with the individual or for the compliance with a legal obligation to which the School is subject;
- that the processing is in the legitimate interest of the School or relevant third parties to which the data are disclosed, so long as this is balanced with the rights and freedoms of the individual (Safeguarding and Health and Safety issues).

CONSENT

Where an individual gives consent to Data Processing, that consent must be freely given, specific, informed and unambiguous and should be either in the form of a statement (whether or not prepared by the School) or a positive action demonstrating consent. Any requests that the School makes for consent must be in clear language.

- An individual has the right to withdraw consent at any time and will be informed of this right and how to exercise it when the School requests consent.
- Parental consent to data processing must be obtained for pupils children.

PROCESSING FOR SPECIFIED, LIMITED AND LEGITIMATE PURPOSES

In the course of carrying out its functions, Sudbrook School may collect and process the personal data set out in the schedule. This may include data we receive directly from a an individual (for example, by completing forms or by corresponding with us by post, phone, email or otherwise) and data we receive from other sources (including, for example, the local authority or other public bodies, business suppliers or service providers, professional advisers and others). The School will only process personal data for the specific purposes such as school reports.

We will only collect Personal Data to the extent that it is required for the specific purpose notified to the individual. If a member of staff or a parent has any doubt as to whether any processing exceeds the purposes for which that data were originally collected, they should notify the Data Protection Lead.

ACCURATE AND UP-TO-DATE DATA

The School will ensure that personal data we hold are accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data. It is the responsibility of staff to ensure that personal data is accurate and kept up to date. Further, parents and anyone who provides personal data should also inform the School as soon as possible if there is any change to their personal data.

TIMELY PROCESSING

Sudbrook School will not keep personal Data longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all data which are no longer required. We will be guided by the ICO and DfE guidance in respect of decision making concerning the retention of Personal Data.

If a parent or a member of staff has any doubt as to whether any personal data has been or will be kept longer than is necessary for the purpose or purposes for which they were collected, he or she should notify the Data Protection Lead.

PROCESSING SECURELY AND IN LINE WITH DATA SUBJECTS RIGHTS

Sudbrook School is committed to upholding the rights of individuals to access personal data the School holds on them. All personal data will be processed in line with individuals' rights, in particular their rights to:

- be informed, in a manner which is concise, transparent, intelligible and easily accessible and written in clear and plain language, of the purpose, use, recipients and other processing issues relating to data;
- receive confirmation as to whether your personal data is being processed by us;
- access your Personal Data which we are processing only by formal written request.

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- have data amended or deleted under certain circumstances where data is inaccurate or to have data completed where data is incomplete by providing a supplementary statement to the School

Sudbrook School will restrict the processing of data if one of the following circumstances applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to processing pending the verification whether the legitimate grounds of the controller override those of the data subject.

Where processing has been restricted, as above, such personal data shall, with the exception of storage, only be processed with the data subject's consent.

The School will respond to requests from parents and employees to see the data we hold on them within one month of receipt of the request unless we deem it necessary to extend this period further where the request is complex and informs the individual of such extension with reasons within one month of receipt of the request.

When receiving telephone enquiries, we will only disclose personal data we hold on our systems if the following conditions are met:

- We will check the caller's identity to make sure that information is only given to a person who is entitled to it.
- We will suggest that the caller put his or her request in writing if we are not sure about the caller's identity and where their identity cannot be checked.

NOTIFYING DATA SUBJECTS

If we collect personal data directly from individuals, we will at the time of collection inform them about the processing including:

the purpose or purposes for which we intend to process those personal data;

the types of third parties, if any, with which we will share or to which we will disclose those

DATA SECURITY

Sudbrook School will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. All personal and confidential information is locked in a filing cabinet in the office and the computer is password protected with limited access from the senior management team. Staff use password protected Ipads to record their observations.

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We will maintain data security by protecting the confidentiality, integrity and availability of the Personal Data, defined as follows:

Confidentiality: only people who are authorised to use the data can access them;

Integrity: Personal Data should be accurate and suitable for the purpose for which they are processed;

Availability: authorised users should be able to access the data if they need it for authorised purposes. Personal Data should therefore be stored on the School's central computer system instead of on individual computers, tablets or other media.

Retention: Personal data and children's images will not be retained for as long as it is necessary unless it is a case of : safeguarding, special educational needs or a serious accident. The same criteria apply to staff.

Security procedures include:

1. Sudbrook School backs up data regularly and Backups are kept off site.
2. Backups are verified regularly by the Data Protection Lead.
3. Master copies of software are stored off site.
4. Firewalls and virus checkers are kept up to date and running, and users are trained in virus avoidance and detection.
5. Computers are protected from physical harm, theft or damage. The computer is password protected and kept in a locked office.
6. paper documents should be shredded. Digital storage devices should be professionally processed and physically destroyed when they are no longer required.

REGISTER OF BREACHES

The School must maintain an accurate and up-to-date register of all Personal Data Breaches. If anyone becomes aware of a data protection breach they must inform the School immediately. Where a Personal Data Breach has occurred, it will be for the Data Protection Lead to decide whether, under the circumstances and in accordance with Relevant Data Protection Law, the individual concerned must be informed of the breach.