



NEWBOLD SCHOOL DATA PROTECTION & PRIVACY NOTICE

For Parents and Pupils of Newbold School

Policy reviewed by Mrs J Crissey and Mrs M Jennings - September 2026

Ratified by Board - Autumn Term 2026

Next Review: September 2029

Statement of Intent

Newbold School collects, stores and processes personal data in order to operate effectively and provide education and care. We are committed to handling personal information lawfully, fairly and transparently.

This policy applies to pupils, parents/carers, staff, governors, visitors and other stakeholders.

It is underpinned by the UK General Data Protection Regulation and the Data Protection Act 2018.

Data Controller

Newbold School (under the South England Conference of Seventh-Day Adventists) is the **Data Controller**.

Designated leads:

- Headteacher (whole school)
- Early Years Lead (EYFS)

They are responsible for day-to-day data protection compliance.

Principles of Data Protection

We ensure that personal data is:

- Processed lawfully, fairly and transparently

- Collected for specified, legitimate purposes
- Adequate, relevant and limited
- Accurate and kept up to date
- Retained only as long as necessary
- Kept secure and confidential

All staff are responsible for adhering to these principles.

Personal Data We Collect

We may collect and process:

Personal data:

- Names, addresses, contact details
- Date of birth, nationality, language
- Attendance and assessment data

Special category data:

- Medical information
- SEND information
- Ethnicity and religion (where required)
- Safeguarding information

We may also receive information from:

- Previous schools
- Local authorities (e.g. Bracknell Forest)
- Health and support services

How We Use Personal Data

We use data to:

- Provide education and pastoral care
- Monitor progress and attainment
- Safeguard children
- Meet legal and statutory requirements
- Communicate with families
- Improve school provision

Where required, consent will be obtained (e.g. use of photographs) - See separate Policy.

We process personal data under one or more of the following lawful bases:

- Legal obligation (e.g. education, safeguarding and employment duties)
- Public task (providing education and related services)
- Consent (where applicable)
- Vital interests (where necessary to protect an individual)
- Substantial public interest (for certain special category data, including safeguarding and SEND information)

Data Sharing

We may share personal data with:

- Department for Education (DfE)
- Local authorities
- Other schools and educational settings
- Health and support services
- Approved service providers and contractors
- Regulatory and safeguarding agencies where required

We only share information where there is a lawful basis to do so and where it is necessary and proportionate.

The school is required to contribute information to the National Pupil Database (NPD) in accordance with statutory guidance.

Storage, Security and Retention

We take appropriate measures to protect personal information.

- Data is stored securely using password-protected systems and locked storage facilities.
- Access is restricted to authorised personnel.
- Staff must not store school data on personal devices unless specifically authorised and protected appropriately.
- Records are retained in accordance with statutory requirements and Information Commissioner's Office (ICO) guidance.
- Pupil records are typically retained until the individual reaches the age of 25.

- Data is securely deleted, shredded or otherwise destroyed when no longer required.

Confidentiality and Information Handling

- Information is shared on a need-to-know basis only.
- Staff must maintain confidentiality at all times.
- Confidential information must not be discussed in public areas or shared inappropriately.
- Breaches of confidentiality may result in disciplinary action.
- Safeguarding concerns may require information sharing without consent where there is a risk of harm.

Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data (Subject Access Request)
- Request correction of inaccurate information
- Request erasure where appropriate
- Restrict or object to processing in certain circumstances
- Withdraw consent where processing is based on consent
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests should be made in writing to the Headteacher.

Data Protection Complaints

Newbold School takes all concerns relating to the handling of personal data seriously. Any individual who believes their personal information has been collected, used, shared, retained or disposed of inappropriately may raise a data protection complaint.

Complaints should be submitted to the Headteacher, who acts as the school's Data Protection Lead. Complaints may be made in writing, by email or verbally and will be recorded appropriately.

Upon receiving a complaint, the school will:

- Acknowledge receipt within five working days.
- Investigate the matter promptly, fairly and objectively.

- Gather relevant information and speak with appropriate individuals where necessary.
- Keep a record of the complaint, investigation and outcome.
- Provide a written response outlining findings and any actions taken.

The school aims to resolve complaints within 30 calendar days. Where additional time is required due to the complexity of the matter, the complainant will be informed and provided with an updated timescale.

Where investigations identify weaknesses in procedures or practice, appropriate corrective actions will be implemented. This may include staff training, procedural changes or policy updates.

All complaints will be handled confidentially and in accordance with the principles of fairness, transparency and accountability.

If an individual remains dissatisfied following the school's response, they have the right to refer their complaint to the Information Commissioner's Office (ICO).

Data Breaches

The school has procedures in place to:

- Identify and investigate data breaches
- Assess the level of risk posed by the breach
- Take action to minimise harm
- Notify affected individuals where required
- Report breaches to the Information Commissioner's Office (ICO) where legally necessary

All staff are responsible for reporting suspected breaches immediately.

Safeguarding and Information Sharing

Where a child is at risk of harm, safeguarding responsibilities take precedence over data protection considerations.

Information may be shared with relevant agencies where necessary to safeguard children and vulnerable individuals, in accordance with safeguarding legislation and school procedures.

Please refer to the Safeguarding and Child Protection Policy.

Monitoring and Review

This policy will be reviewed annually or sooner if there are changes to legislation, statutory guidance or school procedures.

The Headteacher and Early Years Lead are responsible for monitoring compliance and ensuring the policy remains effective and up to date.

APPENDIX

Early Years (EYFS) Data Protection Privacy Statement

(Including use of Tapestry Online Learning Journal)

We are committed to protecting the privacy and security of children's personal data in line with the UK GDPR and guidance from the Information Commissioner's Office.

Sharing information with others

Please consent with

a tick in the box

In Early Years it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information.

In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

Information

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We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

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We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept securely. Our computer, and tablets are password protected. Learning Journals may be worked on at employee's homes using a secure network, password system and kept confidential.

Keeping information

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We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely. Learning journals will be given to you at the end of F2. Relevant information will be shared with your child's next teacher. You will sign permission for the transfer of learning journeys and information onto your child's next school.

Openness

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We will tell you what kinds of information we hold and what we do with it.

Access and correctness

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Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

In general

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We will comply with the Data Protection Act 2018 and any subsequent

legislation on information handling and privacy. We will do this through Newbold School's Data Protection Policy. We will help you with any questions or problems that you may have with the Data Protection Act 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000.

If we cannot help you, we will give you advice on where to write to get the information you may need. You have a right to complain to the ICO (Information Commissioner's Office) if you believe there is a problem with the way we are handling your data. You have the right to withdraw consent at any time by calling 0303 123 1113 or by accessing their website at: www.ico.org.uk.

Our Commitment

We will only collect information that is necessary for what we do. This includes ensuring the health and safety of your child whilst in our care, and also to assist your child in their transitions, learning and development. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

Types of information we collect:

- Yours and your child's full names
- Your child's date of birth Your address
- Your contact and emergency numbers
- Your email address

- Your child's medical conditions
- In some cases, your National insurance number.

While your child is with us we store information regarding:



- Their ongoing progress and development
- photographs of them
- Tapestry observations
- Accident records
- medication records

Photos taken can be of your individual child or as part of another child's observation or as a group with others, and may be sent to all Early Years parents. The photos will show the child/children engaging in various activities to support the written observation. Please see the attached Tapestry contract.

Photos are only taken with Newbold School devices which are only ever stored at School. Online photos are stored on Newbold School's secure network drive and school tablets, which are both password protected. Printed photos (of your child, and family members) are stored in learning journeys, displayed in Classrooms and in other class related areas, including but not restricted to,: pegs, table seating laminates, name labels, home visit packs, our school website, newsletters etc

I have read, understood and agree to these terms on how personal data is controlled, used and stored.

Signed:

Date:

Name:

Child's Name in Early Years: