The Federation of Cwmfelinfach

and

Ynysddu Primary Schools

Data Protection Policy

Policy History	
Written	September 2022, 24, 25, 26
Agreed by Governing Body	September 2026

1. Policy objective

1.1 The delivery of education and related services requires both schools to process personal data. Cwmfelinfach and Ynysddu Primary Schools are committed to handling personal data lawfully, fairly, securely and transparently to maintain trust and confidence.

1.2 This policy sets out the school's approach to collecting, using, storing, sharing and disposing of personal data.

2. Scope and definitions

2.1 This policy sets out the school's obligations under UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and other applicable UK data protection and privacy legislation.

2.2 'Personal data' means any information relating to an identified or identifiable natural person who can be identified directly or indirectly from that information. Certain categories of personal data are subject to additional protection. These include:

- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Political opinion
- Physical or mental health or condition
- Genetic data
- Biometric data (where used for identification purposes)
- Sexual life or orientation
- Trade union membership
- Criminal allegations, proceedings, outcomes and sentences

2.3 'Processing' personal data means carrying out any operation on personal data, whether by automated means or otherwise, including collecting, recording, organising, storing, retrieving, using, sharing, erasing and disposing of it.

2.4 This policy applies to all employees, volunteers, governors, contractors and other individuals or organisations acting on behalf of the school who have access to personal data for which the school is responsible.

2.5 Detailed procedures and guidance support this policy and explain how personal data must be processed lawfully, fairly and transparently in practice.

3 Data protection principles

3.1 The school will process personal data relating to pupils, parents and carers, staff, governors, volunteers, suppliers and others in accordance with data protection law. Personal data must be:

- processed lawfully, fairly and in a transparent manner ('lawfulness, fairness and transparency');
- collected for specified, explicit and legitimate purposes ('purpose limitation');
- adequate, relevant, and limited to what is necessary ('data minimisation');
- accurate and, where necessary, kept up to date ('accuracy');
- kept in a form which permits identification of data subjects for no longer than necessary ('storage limitation'); and

- processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

3.2 The accountability principle requires the school not only to comply with data protection law, but also to be able to demonstrate that compliance.

3.3 The school will demonstrate accountability by respecting the rights of individuals under data protection law, including the right:

- **to be informed** about how their personal data is collected, used, stored, shared and protected.
- **of access (subject access)** to request access to the personal data held about them, subject to any lawful exemptions.
- **to rectify** inaccurate or incomplete personal data.
- **to erasure** to request deletion of personal data in certain circumstances, except where the school is required by law to retain it.
- **to restriction** to request that the school limits the way personal data is used in certain circumstances.
- **to data portability** in certain circumstances, to receive personal data they have provided in a portable format.
- **to object** to the processing of personal data in certain circumstances.
- **in relation to automated decision-making and profiling** not to be subject to a decision based solely on automated processing where this produces legal or similarly significant effects.

These rights are subject to applicable legal conditions, exemptions and limitations.

3.4 Requests relating to personal data rights should be made to the school in the first instance and will be managed in accordance with data protection law and the school's procedures.

4. Accountability and monitoring

4.1 The Headteacher has overall operational responsibility for the school's information governance arrangements and is accountable to the Governing Body for ensuring that appropriate systems and controls are in place.

4.2 The school has appointed Caerphilly County Borough Council to provide the statutory Data Protection Officer (DPO). The DPO will advise the school on its compliance with data protection law and associated good practice.

4.3 Data Protection Impact Assessments (DPIAs) will be carried out where a type of processing is likely to result in a high risk to the rights and freedoms of individuals. In considering whether a DPIA is required, the school will take account of the nature, scope, context and purposes of the processing, together with the likely impact on the personal data involved.

A DPIA is a form of risk assessment that helps the school identify, assess and minimise data protection risks before new or changed processing begins.

4.4 The school will maintain an appropriate record of its personal data processing activities (ROPA) and will review its data handling arrangements regularly, including through DPIAs where appropriate.

4.5 The school will provide clear and timely privacy information so that individuals understand how their personal data is collected, used, stored, shared and protected.

4.6 Personal data will only be shared where there is a clear lawful basis to do so and where appropriate safeguards are in place, including through:

- the Wales Accord on Sharing Personal Information (WASPI) framework for regular or one-way data sharing with partner organisations, such as the NHS, the police or the fire service; and
- Data Processing Agreements with suppliers that process personal data on the school's behalf, setting out the responsibilities and liabilities of each party.

Both Cwmfelinfach and Ynysddu Primary Schools may also receive ad hoc requests for information from external agencies, such as the police, the Home Office and the Department for Work and Pensions. Any such request will be considered carefully, and personal data will only be disclosed where the law permits or requires this.

4.7 All staff, governors, volunteers, contractors and others handling personal data on behalf of the school are expected to maintain confidentiality and to access personal data only where necessary for a legitimate school purpose.

4.8 The school will identify and document an appropriate lawful basis for its processing of personal data and, where required, an additional condition for processing special category or criminal offence data.

4.9 Where a third-party processes personal data on behalf of the school, the school will ensure that processing is governed by a written contract or Data Processing Agreement that meets the requirements of data protection law.

4.10 Personal data will be retained only for as long as necessary and will be disposed of securely in accordance with the school's Records Retention and Disposal Procedure.

4.11 All staff and others who process personal data on behalf of the school will receive appropriate guidance, instruction and training, including regular refresher training where required.

5. Complaints and data security incidents

5.1 Failure to comply with data protection law may result in:

- harm or distress to the individuals concerned, including embarrassment, anxiety or financial loss;
- damage to the school's reputation and loss of confidence in its ability to manage information properly;
- compensation claims, financial penalties or other costs;
- regulatory or enforcement action by the Information Commissioner; and
- disciplinary, professional or criminal consequences where applicable.

5.2 Concerns, complaints or suspected data protection incidents must be reported to either Cwmfelinfach or Ynysddu Primary Schools without delay and will be handled in accordance with the school's Complaints Policy, data breach procedures and, where relevant, safeguarding procedures. Where required, the school will assess whether a personal data breach must be reported to the Information Commissioner's Office within the applicable statutory timescale.

5.3 Any actual or suspected personal data breach must be reported without delay in accordance with the school's data breach procedures so that appropriate containment, risk assessment and notification steps can be taken.

6. Related policies and procedures

6.1 This policy should be read alongside the school's related policies and procedures, including:

- Records Management Policy
- Access to Unpublished Information Policy
- IT Security Policy

7. Further information

7.1 The federation of Cwmfelinfach and Ynysddu Primary schools maintains school archives to preserve records of historical significance to the school and local community. Personal data held within the archive will be managed in accordance with data protection law, retention requirements and appropriate access controls.

7.2 Further information about this policy is available from the school office, the Headteacher or the school's Data Protection Officer. Contact details are available on the school website.