

## FAQs

### **Does this replace other legislation i.e. Safeguarding?**

*NO. GDPR is there to protect data. Other legislation will dictate what you collect, with whom you should share it, how long you should keep it.*

### **Are images of children considered to be personal data under the GDPR?**

*YES. This means that, where the child is under the age of 13, the consent of the concerned individual's parent is required before their data can be processed.*

### **How long should we keep permission slips for school trips etc?**

*Parental consent forms where no major incident occurred should be kept until the conclusion of the trip. Where a major incident did occur the relevant permission slip should be kept until the pupil is 25 years old.*

### **Can schools display images of past pupils?**

*YES. If school have a lawful basis for doing so, such as the pupil's consent. Consent may need to be refreshed.*

# The General Data Protection Regulation (GDPR)



## **What is GDPR?**

GDPR is effective in the UK from 25 May 2018 replacing the Data Protection Act 1998. GDPR is a set of guidelines for the collection and processing of personal information of individuals within the EU.

This booklet is in place to ensure all staff and governors are aware of their responsibilities and outlines how the school complies with the core principles of the GDPR.

Updated January 2026



## **YEADON WESTFIELD JUNIOR SCHOOL**

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## **YEADON WESTFIELD JUNIOR SCHOOL**

## GDPR Contents

This booklet has been designed as an introduction to GDPR for staff and governors and includes a summary of the following:

- GDPR information
- Who are the GDPR team?
- Do's
- Don'ts
- Information we store
- Individuals' rights
- Data breach

## GDPR Information

At YWJS we need to create a data privacy culture. Which means all of us must share this responsibility and be mindful of the data we keep, how we secure all data to prevent any data breaches.

Any member of staff/governors who are unsure about what data they can or cannot keep about pupils, how to store information, who they can and cannot share their information with and any other questions they may have must approach a member of the GDPR team for advice.

## Who are the GDPR Team?

**The GDPR team are as follows:**

**Headteacher – Lisa Piotrowicz**

**Data Controller – Kath Clarkson.**

As data controller Kath will determine the purposes and the means of the processing of personal data. Data controllers must also respect the privacy and data protection rights of those whose personal data is entrusted to them.

**Data Processor – Debra Thornton.**

As data processor Debra will process data on behalf of the data controller. The data processor must also respect the privacy and data protection rights of those whose personal data is entrusted to them.

**Learning Mentor – Rosie Stokey**

**Data Protection Officer – John Walker**

[john@jawalker.co.uk](mailto:john@jawalker.co.uk) As Data Protection Officer (DPO) John Walker solicitors are responsible for ensuring our school is compliant with data protection legislation. It is their job as DPO to advise and monitor all data processed by school. The DPO will also support school with any data breaches.

**Data subject-** is an individual who is the subject of the personal data (eg you).

**Personal data** – information that can identify an individual, such as an address.

## 1. DO

- Lock computer screens when leaving them unattended (ctrl, alt, delete)
- Lock all data information away
- Operate a clear desk policy
- Think about who you are giving data to and why
- Only use encrypted laptops, tablets, ipads and pen drives
- Check with the GDPR team who you can and can't send data to
- Pass on any subject access requests (SAR) parents/staff may ask for
- Think before you print it. Do you really need a hard copy?
- Only use school devices
- Report any paper or electronic data you have lost to the GDPR team immediately. Depending on the loss this may have to be reported to the Information Commissioner (ICO) in 72 hours.
- Attend GDPR training
- Read YWJS Privacy Notice (refer to school website)
- Inform the data controller if you forget your password

## 2. DON'T

- Leave computer screens unlocked when leaving unattended
- Leave any paper data lying around
- Give data to outside agencies without checking first with the GDPR team
- Give out other people's data/email addresses without their permission
- Use laptops, tablets, ipads and pen drives which are not encrypted
- Give verbal information out without checking with the GDPR team
- Keep any data longer than is necessary (check with the GDPR team)
- Keep laptops in cars
- Leave copies on the photocopier
- Ask pupils to collect from the photocopier
- Store data on personal devices.
- Share passwords
- Use personal email addresses, Hotmail, Gmail, Yahoo for work

## **Information we Store**

### **Pupil Information**

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, pupil number and address)
- Contact information (such as home address, telephone numbers and email address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility)
- Child Protection
- Attendance
- Assessment
- Medical
- Special Educational Needs (SEND)
- Behavioral information (including exclusions)
- Photographs

### **Staff Information**

- Personal information (such as name, staff number and address)
- Contact information (such as home address, telephone numbers and email address)
- Next of Kin details
- Emergency contact details
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Qualifications
- Three forms of ID
- DBS information
- Photographs

## **Governors Information**

- Personal information (such as name and address)
- Contact information (such as home address, telephone numbers and school email address)
- Personal statement

## **Individuals' Rights**

- To know what data is held on you or your child
- Why the data is held
- Where the data is held
- Who the data is shared with
- How the data is stored
- How the data is transported
- How long the data is kept
- The right to access your own or your child's data
- The right to object to the data held
- The right to request a subject access form
- Rights in relation to automated decision making and profiling

## **Data Breach**

All staff, governors and trustees must be aware of what to do in the event of a DPA / GDPR breach. Everyone needs to understand that if a breach occurs it must be swiftly reported to a member of the GDPR team. An example of a breach may be; information been posted to the wrong address, email sent to the wrong person, loss of mobile device, leaving personal papers in a public place, not securing documents, sharing information with somebody that is not entitled to know. The DPO will be informed of all breaches and in certain cases the ICO will be informed within 72hours.