



Ickford School

GDPR Data Protection Policy 2026

Date of review: January 2026

Next date of review: January 2027

1. Introduction

Under **UK GDPR and the Data Protection Act 2018**, individuals have the right to know how their personal data is collected, used and stored. This notice explains how Ickford School processes personal data about pupils, in line with legal requirements.

We are the **data controller** for the purposes of data protection law. Our DPO oversees compliance and can be contacted via **office@ickford.org.uk** or **01844 339261**.

2. Personal Data We Collect

We may collect, store, and use information about pupils, including:

- **Identification & contact details** – name, date of birth, address, telephone, email
- **Education records** – attainment, assessment results, class registers, SEND information
- **Health & safeguarding data** – medical conditions, allergies, pastoral records
- **Characteristics** – ethnicity, eligibility for free school meals, religion or belief
- **Behaviour & attendance** – exclusion information, disciplinary records
- **Photographs** – for internal and external use, including school website, events and ID badges

We may also receive information from **other schools, local authorities, or the Department for Education**.

3. Why We Use This Data

We process pupil data to:

- Support learning and monitor academic progress
- Provide pastoral care and protect welfare
- Assess and improve our services
- Administer admissions, exams and school events
- Comply with legal obligations, including safeguarding

4. Lawful Basis for Processing

We only process data when the law allows. The most common bases are:

- **Legal obligation** – required by law (e.g., safeguarding, census returns)
- **Public task** – necessary to carry out our official duties as a school
- **Consent** – when parents or pupils have agreed to specific uses of personal data

- **Vital interests** – to protect the health or safety of a pupil or others

For **special category data** (health, ethnicity, religion, disability), we also rely on:

- Legal obligations or safeguarding duties
- Provision of education and support
- Consent where appropriate

Consent can be withdrawn at any time; we will explain how when it is requested.

5. How We Collect Data

Most information is **mandatory**, but some is **voluntary**. We clearly inform parents/pupils which data is required and the consequences of not providing it.

6. How We Store Data

We retain data only as long as necessary for legal, statutory, and educational purposes. Examples include:

- **Pupil records & attainment:** until the pupil reaches age 25
- **Safeguarding records:** up to 25 years from the end of the academic year
- **Admissions and administrative records:** 6 years
- **Financial records:** 7 years

All data is stored securely, with access restricted to authorised staff.

7. Data Sharing

We **do not share data without consent**, except when legally required or for statutory purposes:

- **Local Authority:** safeguarding, exclusions, SEND services
- **Department for Education:** school census and statutory returns
- **Exam boards & regulators (Ofsted):** assessment and inspection requirements
- **Parents/carers:** progress reports and pastoral updates
- **Service providers / contractors:** with contracts in place to ensure GDPR compliance (e.g., Integris, ParentMail, Cornerstones, residential trip providers)
- **Other organisations:** as legally required for health, welfare, or statutory duties

Data is always shared securely and only with authorised personnel.

8. National Pupil Database (NPD)

We provide statutory pupil information to the DfE. The NPD is used to support school performance research and policy development. All access to the NPD is controlled and data is shared only under strict conditions. Parents can contact the DfE for more information about the NPD.

9. Your Rights

Parents and pupils (where appropriate) have the right to:

- Access the personal data we hold (**subject access request**)
- Correct inaccurate or incomplete data
- Request deletion or restriction of processing
- Object to processing in certain circumstances
- Withdraw consent where it was given
- Receive personal data in a portable format
- Complain to the **Information Commissioner's Office (ICO)**

For access requests, contact our **DPO**, Miss Holmes, office@ickford.org.uk 01844 339261.