



# The Valley School

Review Date  
May 2023

## Data Protection Policy

David Pearce  
Headteacher  
Signature

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Liz Ellis  
Chair of Governors  
Signature

A handwritten signature in blue ink, appearing to be 'Liz Ellis', written in a cursive style.

## Key Principles

**“Learn to Believe – Learn to Achieve”**

**“Different for Different”**

The school has a set of values and beliefs that uphold the importance of privacy for the individual, whether it be a pupil, a member of staff, a parent or member of the community, and this underpins its commitment to data protection.

### KEY LINKS

This policy cross-refers to the following policies:

- Staff discipline and conduct
- ICT Acceptable Use
- General Data Protection Regulations (GDPR) (2018)

### KEY PRACTICES AND RESPONSIBILITIES

This policy will ensure that confidential data about all staff, children and families is held securely. It will only be shared when there is a clear, legal requirement to do so or where the individual concerned has given express permission for a defined and agreed purpose.

The Headteacher, other staff and governors will ensure that the school complies with General Data Protection Regulations (2018) by ensuring that anyone processing Personal Data must comply with the enforceable principles of good practice:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

The School Business Manager and the Headteacher will report to the Board of Governors in the Summer term of each year, indicating how the school complies with each of the enforceable principles in the General Data Protection Regulations (2018) and governors will arrange to carry out a sample of selected staff to confirm that they understand the legislation.

### Appendices:

- 1 Privacy Notice
- 2 CCTV
- 3 Data Breach Response Plan
- 4 Policy Statement
- 5 Policy Objectives