Data Protection Policy

Clarity Independent School

Bridge Barn Farm
Woodhill Road
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Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2026

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Headteacher and Proprietor

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Name: Grace Hanson

Clarity Independent School

Contents

1. Aims

Our school aims to ensure that all personal data collected about staff, pupils, parents and carers, visitors and other individuals is collected, stored and processed in accordance with UK data protection law.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- Data Protection Act 2018 (DPA 2018)

It is based on guidance published by the Information Commissioner's Office (ICO) on the UK GDPR.

It meets the requirements of the Protection of Freedoms Act 2012 when referring to our use of biometric data.

It also reflects the ICO's guidance for the use of surveillance cameras and personal information.

In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record.

An update to data protection laws in the shape of the Data (Use and Access) Act 2025 (DUAA) was passed on 19 June 2025 and has been embedded into this policy and procedures.

3. Definitions

TERM	DEFINITION
Personal data	Any information relating to an identified, or identifiable, living individual. This may include the individual's: • Name (including initials) • Identification number • Location data • Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.

TERM	DEFINITION
Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental • Sex life or sexual orientation
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing personal data. This is the School (**the HT acts as a representative of the Data Controller on a day-to-day basis**).
Data Protection Officer	The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable. **Grace Hanson, Apprentice School Business Professional, is the School's DPO, contactable by the School office.**
Data Processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

4. The Data Controller

Our School processes personal data relating to parents and carers, pupils, staff, visitors and others, and therefore is a data controller.

The School is registered with the ICO and has paid its data protection fee to the ICO, as legally required. The School's CCTV system is also registered with the ICO. Our ICO registration number is ZB478381.

5. Roles and responsibilities

This policy applies to **all staff** employed by our school, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Data protection officer (DPO)

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the Headteacher (HT) and, where relevant, report to the HT their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO.

Full details of the DPO's responsibilities are set out in their job description.

5.2 Headteacher

The HT acts as a representative of the data controller on a day-to-day basis.

5.3 All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing the school of any changes to their personal data, such as a change of address
- Contacting the DPO in the following circumstances:
    - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
    - If they have any concerns that this policy is not being followed
    - If they are unsure whether they have a lawful basis to use personal data in a particular way
    - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the UK
    - If there has been a data breach

- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

6. Data protection principles

The UK GDPR is based on data protection principles that our school must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures personal data is appropriately secure

This policy sets out how the school aims to comply with these principles.

7. Collecting personal data

7.1 Lawfulness, fairness and transparency

We will only process personal data where we have 1 of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
- The data needs to be processed so that the school can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual or another person i.e. to protect someone's life
- The data needs to be processed so that the school, as a public authority, can **perform a task in the public interest or exercise its official authority**
- The data needs to be processed for the **legitimate interests** of the school (where the processing is not for any tasks the school performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

For special categories of personal data, we will also meet 1 of the special category conditions for processing under data protection law:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **explicit consent**
- The data needs to be processed to perform or exercise obligations or rights in relation to **employment, social security or social protection law**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for the establishment, exercise or defence of **legal claims**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **public health reasons**, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **archiving purposes**, scientific or historical research purposes, or statistical purposes, and the processing is in the public interest

For criminal offence data, we will meet both a lawful basis and a condition set out under data protection law. Conditions include:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **consent**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of **legal rights**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

We will always consider the fairness of our data processing. We will ensure we do not handle personal data in ways that individuals would not reasonably expect, or use personal data in ways which have unjustified adverse effects on them.

7.2 Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary to do their jobs.

We will keep data accurate and, where necessary, up to date. Inaccurate data will be rectified or erased when appropriate.

In addition, when staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the school's record retention schedule.

8. Sharing personal data

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
    - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with UK data protection law
    - Establish a contract with the supplier or contractor to ensure the fair and lawful processing of any personal data we share
    - Only share data that the supplier or contractor needs to carry out their service

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Where we transfer personal data internationally, we will do so in accordance with UK data protection law.

Pupils aged 13 or over can give consent for data sharing relating to examination preparation and administration. This includes signed permission to allow an application for Access Arrangements on behalf of the pupil, and a declaration to agree to data sharing with exam awarding bodies to register and enter pupils for exams and for appeals and issue of certificates. When pupils are asked for signatures, parents will be informed, and a full explanation given to demonstrate the reason for the signature.

9. Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restriction, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual
- The safeguards provided if the data is being transferred internationally

In accordance with the Data (Use and Access) Act June 2025 (DUAA), the school is now only obliged to conduct 'reasonable and proportionate' searches. For example, the Headteacher (Information Controller) may consider a request disproportionate if asked to provide:

- A search for all class registers containing a pupil's name over a period of years and may instead provide termly / annual reports on the pupil's attendance
- A search for every email a pupil sent or received during their time at school
- A search for a first name shared by multiple other pupils in school, without further context

Subject access requests can be submitted in any form, but we may be able to respond to requests more quickly if they are made in writing on a Subject Access Request Form (see our Subject Access Request Policy) and include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested
- Third Party details if requesting on behalf of someone else (see 9.2 below)

If staff receive a subject access request in any form, they must immediately forward it to the DPO.

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant)
- Will normally provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We may not disclose information for a variety of reasons, such as if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is being or has been abused, or is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Would include another person's personal data that we can't reasonably anonymise, and we don't have the other person's consent, and it would be unreasonable to proceed without it
- Is part of certain sensitive documents, such as those related to crime, immigration, legal proceedings or legal professional privilege, grievance / disciplinary investigations, management forecasts, negotiations, confidential references, or exam scripts.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee to cover administrative costs. We will consider whether the request is repetitive in nature when making this decision.

When we refuse a request, we will tell the individual why and tell them they have the right to complain to the ICO or they can seek to enforce their subject access right through the courts.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Object to processing which has been justified based on public interest, official authority or legitimate interests
- Challenge decisions based solely on automated decision making or profiling (i.e. making decisions or evaluating certain things about an individual based on their personal data with no human involvement)
- Be notified of a data breach (in certain circumstances)
- Make a complaint to us (first instance) or the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

10. Parental requests to see the educational record

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a pupil, as long as their child is under 18 years of age) within 15 school days of receipt of a written request, in a maintained school, pupil referral unit and non-maintained special school; however, there is no automatic parental right of access to the educational record in an Independent School setting. If the request is for a copy of the educational record, the School may agree to provide the record and may charge a fee to cover the cost of supplying it.

There are certain circumstances in which this right may be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

11. Biometric recognition systems

In the context of the Protection of Freedoms Act 2012, a "child" means a person under the age of 18.

Where we use pupils' biometric data as part of an automated biometric recognition system (for example, in some schools, pupils use finger prints to receive school dinners instead of paying with cash or finger prints to enter computer logins), we will comply with the requirements of the Protection of Freedoms Act 2012.

Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The school will get written consent from at least 1 parent or carer before we take any biometric data from their child and first process it.

Parents/carers and pupils have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant services for those pupils.

Parents/carers and pupils can withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil's parent(s)/carer(s).

Where staff members or other adults use the school's biometric system(s), for example, using their fingerprint to enter a computer login, we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

12. CCTV

We use CCTV in various locations around the school site to ensure it remains safe. We will follow the ICO's guidance for the use of CCTV, and comply with data protection principles.

We do not need to ask individuals' permission to use CCTV; however, our system uses voice recording as part of internal monitoring, pupil observations, staff performance management, minute taking and for assessments for exam concessions (see Photo, Media and CCTV Policy).

We make it clear where individuals are being recorded via clear signage which complies with the ICO Guidance on Surveillance Systems. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use. The retention period for these recordings is 30 days.

Any enquiries about the CCTV system should be directed to Debbie Hanson – Headteacher.

13. Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school.

We will obtain written consent from parents/carers, or pupils aged 18 and over, for photographs and videos to be taken of pupils for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and the pupil. Where we don't need parental consent, we will clearly explain to the pupil how the photograph and/or video will be used.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers (or pupils where appropriate) have agreed to this.

Where the school takes photographs and videos, uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our Safeguarding Policy and Photo, Media & CCTV Policy for more information on our use of photographs and videos.

14. Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Clarity Independent School recognises that AI has many uses to help pupils learn but also poses risks to sensitive and personal data.

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, Clarity Independent School will treat this as a data breach and will follow the personal data breach procedure outlined in appendix 1.

15. Data protection by design and default

We will put measures in place to show that we have integrated data protection into all our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)

- Completing data protection impact assessments (DPIA) where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Appropriate safeguards being put in place if we transfer any personal data outside of the UK, where different data protection laws may apply
- Maintaining records of our processing activities, including:
    - For the benefit of data subjects, making available the name and contact details of our school and DPO, and all information we are required to share about how we use and process their personal data (via our privacy notices)
    - For all personal data that we hold, maintaining an internal record of the type of data, type of data subject, how and why we are using the data, any third-party recipients, any transfers outside of the UK and the safeguards for those, retention periods and how we are keeping the data secure

16. Data security and storage of records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data, are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the school office
- Passwords that are at least 10 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded that they should not reuse passwords from other sites
- Encryption software is used to protect all portable devices and removable media, such as laptops. The school does not allow the use of USB devices.
- Staff or pupils must not store school personal information on their personal devices

- Staff or pupils who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our E-Safety and acceptable use of ICT Policy
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

17. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

18. Personal data breaches

The school will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours after becoming aware of it. Such breaches in a school context may include, but are not limited to:

- A non-anonymised dataset being published on the school website, which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person
- The theft of a school laptop containing non-encrypted personal data about pupils

19. Training

All staff are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.

20. Monitoring arrangements

The DPO is responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by the Headteacher, acting as Data Controller.

21. Links with other policies

This data protection policy is linked to our:

- Safeguarding Policy
- E-safety and acceptable use of ICT
- Photo, Media & CCTV Policy
- Exam Management Policy
- Subject Access Request Policy
- Complaints Policy

Appendix 1: Personal data breach procedure

This procedure is based on guidance on personal data breaches produced by the Information Commissioner's Office (ICO).

- On finding or causing a breach or potential breach, the staff member or data processor must immediately notify the data protection officer (DPO) and Data Controller by filling out a Reporting a **Data Breach Form (Appendix 2).**
- The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
    - Lost
    - Stolen
    - Destroyed
    - Altered
    - Disclosed or made available where it should not have been
    - Made available to unauthorised people
- Staff will co-operate with the investigation (including allowing access to information and responding to questions). The investigation will not be treated as a disciplinary investigation
- If a breach has occurred or it is considered to be likely that is the case, the DPO will alert the headteacher and Information Controller
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach. Relevant staff members or data processors should help the DPO with this where necessary, and the DPO should take external advice when required (e.g. from IT providers). (See the actions relevant to specific data types at the end of this procedure)
- The DPO will assess the potential consequences (based on how serious they are and how likely they are to happen) before and after the implementation of steps to mitigate the consequences
- The DPO will work out whether the breach must be reported to the ICO and the individuals affected using the ICO's self-assessment tool
- The DPO will document the decisions (either way), in case the decisions are challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored on the school's computer system within the DPO's Data Protection file.
- Where the ICO must be notified, the DPO will do this via the 'report a breach' page of the ICO website, or through its breach report line (0303 123 1113), within 72 hours of the school's awareness of the breach. As required, the DPO will set out:
    - A description of the nature of the personal data breach including, where possible:
        - The categories and approximate number of individuals concerned
        - The categories and approximate number of personal data records concerned

- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

- If all the above details are not yet known, the DPO will report as much as they can within 72 hours of the school's awareness of the breach. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible.
- Where the school is required to communicate with individuals whose personal data has been breached, the DPO will tell them in writing. This notification will set out:
  - A description, in clear and plain language, of the nature of the personal data breach
  - The name and contact details of the DPO
  - A description of the likely consequences of the personal data breach
  - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned
- The DPO will consider, in light of the investigation and any engagement with affected individuals, whether to notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
  - Facts and cause
  - Effects
  - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

  Records of all breaches will be stored on the school's computer system, within the DPO's Data Protection File. The DPO and Headteacher will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible.
- The DPO and Headteacher will meet regularly to assess recorded data breaches and identify any trends or patterns requiring action by the school to reduce risks of future breaches.

Actions to minimise the impact of data breaches

We set out below the steps we might take to try and mitigate the impact of different types of data breach if they were to occur, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

Sensitive information being disclosed via email (including safeguarding records)

- If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error
- Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error
- If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the external IT support provider to attempt to recall it from external recipients and remove it from the School's email system (retaining a copy of required as evidence.)
- In any cases where the recall is unsuccessful or cannot be confirmed as successful, the DPO will consider whether it's appropriate to contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way
- The DPO will endeavor to obtain a written response from all the individuals who received the data, confirming that they have complied with this request
- The DPO will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted
- If safeguarding information is compromised, the DPO will inform the designated safeguarding lead and discuss whether the school should inform any, or all, or its 3 local safeguarding partners.

Other types of breach could include:

- A school laptop containing non-encrypted sensitive personal data being stolen or hacked
- Details of named pupils being published on the School website
- Non-anonymised pupil exam results being shared on the School website
- Hardcopy reports sent to the wrong pupils or families
- A pupil's personal data shared with a professional visiting the school to provide intervention, without parental permission
- Details of pupil premium interventions for named children being published on the school website

Complaints

In accordance with the Data (Use and Access) Act June 2025 (DUAA), complaints must first be made to the Data Controller before being reported to the ICO, then the above procedure followed. Where there has not been a data breach, complaints will be dealt with following the School's Complaints Policy.

Clarity Independent School

Appendix 2 - Reporting a Data Breach Form to the Data Controller

Date Incident Occurred:		Date Incident Reported:	
Location of Incident:			
Does the breach involve personal Data: Y/N			
Type of Breach: (Indicate what form the data was in when the incident occurred)		**Digital**: Hacking, virus, ramsomeware, file corruption **Electronic**: Lost laptop, phone, USB device (the School does not allow the use of USB devices) **Verbal**: Wrong information given over the phone **Paper**: Lost or misplaced file	
Details of incident: (State only facts and not opinions. Give details of staff involved and any contributing factors)			
Reporter Details: Name:		Job Title:	
Signature:			

To be completed by the DPO	
Details of the incident including: Type and number of individuals involved Type of Data Number of records concerned	
Likely consequence of the breach: (Note if there is potential risk to the rights and freedoms of an individual)	
Action Taken: Describe the measure taken or which will be taken to deal with and mitigate the incident.	
Has the ICO been informed with 72 hours via the DSPT? (If an individual's rights are likely to be at risk) https://www.dsptoolkit.nhs.uk/Help/29	Yes / No / N/A
Has the data subject been informed? (In the instance that their rights are likely to be at risk.)	Yes / No / N/A
Data Protection Officer Name: Date:	Signature:

Clarity Independent School

Appendix 3: Essex County Council Information Sharing Protocols

ESSEX.GOV.UK

Register Login

Home Online forms

Your reference number is FS-Case-774156418.

Thank you for submitting Education and Learning Information Sharing Protocol

Setting type: School

School, college or setting name: Clarity Indepen

DFE or URN: 881/6073

Headteacher, principal or setting manager name: Debbie Hanson

Headteacher, principal or setting manager email address: d.hanson@clarity.essex.sch.uk

ICO registration number: ZB478381

Postcode: CM2 7SG

Full name: Grace Hanson

Email address: businessmanager@clarity.essex.sch.uk

Telephone number: 01245 408 606

Your name: D.Hanson

Date: 16/12/2025

I agree to implement and adhere to this information sharing protocol with Essex County Council – Education and Learning providers, on behalf of my school: I agree to implement and adhere to this information sharing protocol with Essex County Council – Education and Learning providers, on behalf of my school, college or setting

Clarity Independent School

Your reference number is FS-Case-774156418.

Thank you for submitting Education and Learning Information Sharing Protocol

Setting type: School

School, college or setting name: Clarity Indepen

DFE or URN: 881/6073

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Telephone number: 01245 408 606

Your name: D.Hanson

Date: 16/12/2025

I agree to implement and adhere to this information sharing protocol with Essex County Council – Education and Learning providers, on behalf of my school: I agree to implement and adhere to this information sharing protocol with Essex County Council – Education and Learning providers, on behalf of my school, college or setting

Appendix 4: Staff CCTV Access Authorisation Agreement

DATE

Dear NAME,

CCTV Use Agreement

As you are aware you are now in receipt of a login to the school's CCTV system, via Ring.com. Under current legislation set by the Information Commissioner's Office (ICO), the use of CCTV and voice recordings in a school and workplace is classed as a 'High Risk Activity' for (not limited to): infringement of privacy; unfair monitoring or decision making; human rights violation; and GDPR infringement (breach). For this reason, it must be separately risk-assessed and its uses justified as being necessary and proportionate. I have set out below the arrangements for the safe, proportionate and appropriate uses of CCTV in Clarity Independent School:

- The CCTV is only be used for *work* related activities and for the purposes described below.
- It may be used to capture pupils, staff, parents and visitors to the school.
- The CCTV account is for the sole use of the named person and is not authorised to be shared out / lent to / given access to any other staff/person in any circumstances.
- The CCTV account should at all times, be protected by a three-factor authentication layer, such as a finger-print or verification code sent to a separate device. This must not be removed.
- The CCTV may be used to view, take notes from and transcribe lessons / activities / assessments / incidents as directed by and under authorisation of Debbie Hanson, for the purposes of:
    - Analysing observations of lessons, activities or assessments for adhesion to / variation from policy or procedures and for best practice
    - Analysing incidents for adhesion to / variation from policy or procedures and for best practice
    - Analysing pupil's behaviour to look for trends and patterns, safeguarding needs, to best care for the pupils, for identifying and applying learning consequences, and to prepare for restorative justice.
    - Taking notes / minutes from meetings / phone calls / time-line of events for the smooth running of the company.
- CCTV is not to be used to view or assess staff performance, unless following written consent from Debbie Hanson.
- If, after gaining written consent from Debbie Hanson, actions are identified to improve staff performance, these are to be agreed with Debbie Hanson before applying to staff member's best practice or speaking to staff.
- CCTV is not to be used for screen captures (screenshots) or capturing / downloading videos without Debbie Hanson's written consent, and then saved in the pupil's desktop folder (not G Drive), under 'VIDEOS / SCREENSHOTS'.
- Changes are not to be made to the CCTV system or user settings.
- The CCTV cameras and footage, including screen captures (screenshots) are not to be shared with anyone. If you realise a need to share (for example in restorative justice or with a staff member), please ask Debbie Hanson to share from the main admin portal.

- The CCTV is to be used under the Data Protection Impact Assessment (DPIA), Data Protection CCTV Photo and Media Policy and E-safety Policy, and in accordance with the Staff Handbook.
- If your login to the CCTV system becomes lost or you feel it may be lost or may have been compromised, you must notify Debbie Hanson immediately in writing and change your password.
- Clarity CCTV cameras and usage remains the 'property' of Clarity Independent School and must be returned / cancelled when requested.
- Clarity reserves the right to at any time, add or remove the sharing of any CCTV camera from your portal, change the settings.

If you agree to these arrangements, please indicate your acceptance by signing and returning the attached copy of this letter to me as soon as possible. You should then keep your signed copy of this letter safe together with your contract. If you have any questions, please let me know.

Yours sincerely,

[Signed]

Debbie Hanson
Headteacher and Proprietor
BSc (hons), QTS, PG Dip (Dyslexia and Literacy), AMBDA, APC
Member of the Dyslexia Guild, NPQH

I agree to the CCTV arrangements in the letter above.

Signed ..... Date ..... Name ……