

Data Protection Policy

The Vocational Day School

Policy Statement

The Vocational Day School is committed to protecting the personal data of all students, parents, staff, and stakeholders. We recognise our responsibility to handle all personal information lawfully, securely, and transparently, in accordance with current data protection legislation.

Data protection is integral to our daily practice and supports the safe, professional, and effective operation of our school.

Legislation and Guidance

This policy is underpinned by:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Privacy and Electronic Communications Regulations (PECR)
- Information Commissioner's Office (ICO) guidance
- Keeping Children Safe in Education (2025)

The Vocational Day School ensures that all data handling practices align with these frameworks and reflect best practice within education and extracurricular settings.

Our Data Protection Principles

We are committed to ensuring that personal data is:

- Used lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Retained only for as long as necessary
- Kept secure and protected against unauthorised access, loss, or damage

Data Protection Lead

The Data Protection Lead is responsible for:

- Overseeing compliance with data protection legislation
- Managing data protection processes and procedures

- Handling data protection queries, requests, and concerns
- Managing and reporting any data breaches

Use of Personal Data

We collect and use personal data to:

- Deliver educational and extracurricular services
- Safeguard and support students
- Communicate effectively with parents and carers
- Fulfil legal and regulatory obligations

Personal data may include student records, contact details, staff information, and safeguarding-related data.

Data Security and Storage

We maintain high standards of data security through:

- Restricting access to authorised personnel only
- Storing data securely, both physically and electronically
- Ensuring confidentiality is upheld at all times
- Implementing secure systems for storing and processing data
- Safely disposing of data when it is no longer required

Data Sharing

Personal data is only shared where necessary, lawful, and proportionate. This may include sharing information with:

- Safeguarding partners
- Local authorities
- Regulatory bodies
- Emergency services

All data sharing is carried out in line with legal requirements and best practice.

Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure of data (where applicable)
- Object to or restrict processing
- Withdraw consent where applicable

All requests are handled promptly and within statutory timeframes.

Data Breaches

In the event of a data breach, we will:

- Act immediately to contain and manage the breach
- Assess the risk to individuals
- Report the breach to the Information Commissioner's Office (ICO) where required
- Take appropriate steps to prevent recurrence

Staff Responsibilities

All staff are required to:

- Handle personal data responsibly and confidentially
- Follow this policy and associated procedures
- Maintain awareness of data protection responsibilities
- Report any concerns or breaches immediately

Policy Implementation

We ensure that:

- This policy is shared with all staff, volunteers, and stakeholders
- Data protection practices are regularly reviewed and updated
- Confidentiality and professionalism are maintained at all times
- Staff receive appropriate training and guidance

Reporting Data Protection Concerns

Data Protection Lead - Mrs. Chloe Fagan - chloe@vds-school.co.uk

Next scheduled review: 1st April 2027