Data Protection Management Policy

Last Reviewed: September 2025

Next Review: September 2027

Implementation from: October 2025

Cycle: Two Years

Version: 2.0

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Data Protection Management

Our Trust is committed to a policy of protecting the rights and privacy of individuals (including students, staff and others) in accordance with the Data Protection Act 2018.

The Trust gathers and processes personal information about its staff, students, and other individuals to comply with obligations as a charitable company limited by guarantee that is responsible for academies. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

Any breach of the Data Protection Act 2018 or this Trust Data Protection Policy is considered to be an offence, and in that event relevant disciplinary procedures will apply. The contents of this policy are applicable to employees, trustees and governors, other agencies and providers working with the Trust, and who have access to personal information.

The Trust is the Data Controller and is responsible for setting the overarching policy and standards for Data Protection. The trust see compliance with these obligations as the best method to ensure that personal information is dealt with lawfully and securely and in accordance with the UK GDPR and other related legislation.

It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically. It applies to all data held in schools as part of the multi-academy trust, though the responsibility for managing data rests with each school.

When undertaking new instances of high volume or special category data processing [the Trust/Individual schools] have the obligation to undertake a data protection impact assessment to satisfy themselves that the processing agreement meets the requirements of the UK GDPR.

All schools within the Trust process personal information about staff, pupils, parents and other individuals who come into contact with each academy as part of the usual day to day business of a school. The schools are required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and it's overriding principals;

- Lawfulness
- Fairness
- Transparency
- Purpose Limitation

- Data minimization
- Accuracy
- Storage Limitation
- Integrity
- Confidentiality

This policy and procedures will be updated as necessary to reflect best practice, or amendments made to data protection legislation.

Both staff and third-party contractors will be held to the same standards of confidentiality to pupil data as outlined within the Trusts Confidentiality Agreement (PROVIDE LINK TO AGREEMENT)

Each academy within the trust will comply with the Trust policies, procedures and notices.

For Pupils & Parents/Carers

There is more detail in the 'My Rights' document and within the other policy and Privacy Notices on the website.

Pupil & Family Information Gathering

On joining an academy within the Trust you will be asked to complete a form giving next of kin details, emergency contact and other essential information. You will also be asked to give consent for the use of that information for other in-Trust purposes, as set out on the data collection/consent form.

The contact and consent form will be reviewed on an annual basis. It is important to inform the Academy/Trust if details or your decision about consent changes.

This is managed by each individual academy.

Subject Access Requests

As stated in our policy, every individual has a right of access, subject to some restrictions, to data that is held about them.

If you wish to make a subject access request it is important that the request is made directly to the school or academy that holds your data.

There is more information about this process in the policy.

Concerns & Complaints

If you feel that something has gone wrong and you want to raise a complaint or concern it is important that you are able to do so. We encourage an informal discussion about the matter first. You can access details about how we manage such issues by reference to the Complaint Policy. This also covers Data Protection and UK GDPR matters, though ultimately you have a right to refer to the Information Commissioners Office if you remain unsatisfied.

Data Protection Officer

Our Data Protection Officer is:

Ben Cain
dpo@feps.co.uk

In our schools, the data protection compliance leads can be contacted on:-

Our Lady of Mount Carmel – Philippa Martin head@olmcprimary.co.uk

St Joseph's Catholic Primary School, Nottingham – Richard Hilton - head@st-josephs.notts.sch.uk

St Mary's Catholic Primary School – Vicky Sonko – general@stmarysmaltby.org

St Peter's Catholic Primary School – Sharon Liddle - admin@stpeterdoncaster.co.uk

St Joseph's School A Catholic Voluntary Academy, Doncaster – Tina Black - t.black@st-josephs.doncaster.sch.uk

Our Lady of Sorrows Catholic Voluntary Academy – Claire Lister – Claire.lister@ourladysorrows.doncaster.sch.uk

St Joseph's Catholic Primary School, Dinnington – Charlie Shelton – office@stjosephsdinnington.co.uk

St. Mary's Catholic Primary School, Herringthorpe – Catherine Peace – cpeace@smh.school

St. Bede's Catholic Primary School – Mary Kay - Enquiries@stbedescatholicprimary.co.uk

Holy Family Catholic Primary School – Chriss Bratt – cbratt@hfcps.co.uk

St. Patrick's Catholic Primary School – Mary Jenkinson – admin@st-patricks.notts.sch.uk

St. Bernard's Catholic High School – Sally Hoffman – shoffman@sbch.org.uk

St. Gerard's Catholic Primary School – Bernadette Baxter - office@stgerardsprimary.org

Saint Pius X Catholic High School – Sharon Graham - SGraham@saintpiusx.school

Review

A review of the effectiveness of UK GDPR compliance and processes will be conducted by the Data Protection Officer every two years. The next review will be undertaken in September 2027.