



Annual Report - Data Protection

Ellington Primary School

2024-2025

Background

All schools accessing the services within the General Data Protection Regulations / Data Protection Officer (DPO) Service Level Agreement have a dedicated DPO allocated to work with the school and supported by a team of nine colleagues who can provide additional support and services during both planned and unexpected absences. Each DPO has received appropriate training and achieved accredited status. Training is on-going as requirements and legislation changes.

DPOs ensure that they remain up to date with changes and the team support structure helps with this.

Breaches

The school has been the subject of no data breaches last school year.

By ensuring that advice is sought in a timely manner, self-referral takes place within the prescribed timescales and accurate records are kept, the school provides evidence that it is taking the requirements around GDPR, Data Protection and Breach Prevention seriously.

Specific advice included:

Training

Training has been offered and delivered to all school staff and School Governors in respect of data breaches, data security, subject access requests and freedom of information requests. Posters have also been provided for display around the school to keep the issue high on everyone's agenda.

Retention

A new retention schedule has been drawn up and sent to the school to assist with ensuring that data is only held for the required length of time. Appropriate storage and destruction arrangements have also been discussed.

Advice

The DPO will continue to provide advice and guidance on an on-going basis. An annual review of the school's asset register will be undertaken as well as an annual inspection of the school website and social media platforms.

School Support Officer

Data Protection Officer