

# IRIS School Data Protection Policy

**Effective Date:** October 2024

**Review Date:** October 2025

## 1. Purpose

The purpose of this Data Protection Policy is to outline the responsibilities of IRIS School regarding the collection, storage, processing, and sharing of personal data in compliance with applicable data protection legislation, including the General Data Protection Regulation (GDPR).

## 2. Scope

This policy applies to all staff, members of the governing body, volunteers, and third-party service providers who handle personal data on behalf of IRIS School.

## 3. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual, such as names, addresses, phone numbers, email addresses, and any other data that can be used to identify a person.
- **Data Processing:** Any operation or set of operations performed on personal data, including collection, storage, use, sharing, and deletion.
- **Data Subject:** An individual whose personal data is processed by the school.

## 4. Principles of Data Protection

IRIS School commits to processing personal data in accordance with the following principles:

- **Lawfulness, Fairness, and Transparency:** Personal data shall be processed lawfully, fairly, and in a transparent manner in relation to the data subject.
- **Purpose Limitation:** Personal data shall be collected for specified, legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimization:** Personal data collected shall be adequate, relevant, and limited to what is necessary for the purposes for which they are processed.
- **Accuracy:** Personal data shall be accurate and, where necessary, kept up to date.
- **Storage Limitation:** Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- **Integrity and Confidentiality:** Personal data shall be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing, accidental loss, destruction, or damage.

## 5. Responsibilities

- **Data Protection Officer (DPO):** Responsible for overseeing data protection compliance and acting as a point of contact for data subjects.

- **Staff Training:** All staff will receive training on data protection principles and the proper handling of personal data.
- **Data Processing Agreements:** Any third-party service providers that process personal data on behalf of the school must sign a data processing agreement outlining their responsibilities under this policy.

## 6. Rights of Data Subjects

Data subjects have the following rights concerning their personal data:

- **Right to Access:** Individuals can request access to their personal data held by the school.
- **Right to Rectification:** Individuals can request the correction of inaccurate personal data.
- **Right to Erasure:** Individuals can request the deletion of their personal data under certain circumstances.
- **Right to Restrict Processing:** Individuals can request to restrict the processing of their personal data.
- **Right to Data Portability:** Individuals can request to receive their personal data in a structured, commonly used format.
- **Right to Object:** Individuals can object to the processing of their data in certain circumstances.

## 7. Data Breach Procedures

In the event of a data breach, the school will:

- **Identify and Contain the Breach:** Take immediate action to contain the breach and assess its impact.
- **Notify Affected Individuals:** Where there is a risk to the rights and freedoms of data subjects, they will be notified without undue delay.

## 8. Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected or as required by law. Specific retention periods will be established in accordance with legal requirements and best practice guidelines.

## 9. Review and Amendments

This policy will be reviewed annually and may be amended as necessary to reflect changes in legislation or school practices.

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### Approval:

This policy was approved by the governing body of IRIS School on September 2024. Any amendments must be made in accordance with the school's policy review procedures.

**Signature of Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_