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Data protection in schools

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3 February 2023, **see all updates**

Contents

The policies and processes schools and multi-academy trusts need to protect personal data and respond effectively to a personal data breach.

This toolkit will help school staff, governors and trustees:

- understand how to comply with data protection law
- develop their data policies and processes
- know what staff and pupil data to keep
- follow good practices for preventing personal data breaches

What data protection means for schools (/guidance/data-protection-in-schools/what-data-protection-means-for-schools)
Data protection legislation, and who and what it's intended to protect.

Data processing a school is permitted to do (/guidance/data-protection-in-schools/data-processing-a-school-is-permitted-to-do)
The lawful grounds for accessing, collecting, storing and using personal, special category and criminal offence data.

[Responsibilities (/guidance/data-protection-in-schools/responsibilities)](/guidance/data-protection-in-schools/responsibilities)

Who is responsible for making sure data is processed securely in a school.

[Role of data protection officers (/guidance/data-protection-in-schools/role-of-data-protection-officers)](/guidance/data-protection-in-schools/role-of-data-protection-officers)

How data protection officers can help make sure schools are compliant with data protection laws.

[Data protection policies and procedures (/guidance/data-protection-in-schools/data-protection-policies-and-procedures)](/guidance/data-protection-in-schools/data-protection-policies-and-procedures)

How to comply and document compliance with UK GDPR and the Data Protection Act 2018.

[Sharing personal data (/guidance/data-protection-in-schools/sharing-personal-data)](/guidance/data-protection-in-schools/sharing-personal-data)

Who you can share personal data with and what consent you need to get – for example, when publishing exam results and taking photos in school.

[Information rights requests relating to personal data (/guidance/data-protection-in-schools/information-rights-requests-relating-to-personal-data)](/guidance/data-protection-in-schools/information-rights-requests-relating-to-personal-data)

How to recognise and handle information rights requests relating to personal data in your school, including subject access requests.

[Data retention (/guidance/data-protection-in-schools/data-retention)](/guidance/data-protection-in-schools/data-retention)

Explains how to carry out an audit to check what personal data your school holds. You can use a data retention schedule to document how long you'll keep different types of data for.

[Managing breaches of data (/guidance/data-protection-in-schools/managing-breaches-of-data)](/guidance/data-protection-in-schools/managing-breaches-of-data)

Good practice for preventing personal data breaches in your school. It explains how to recognise and respond effectively to a personal data breach.