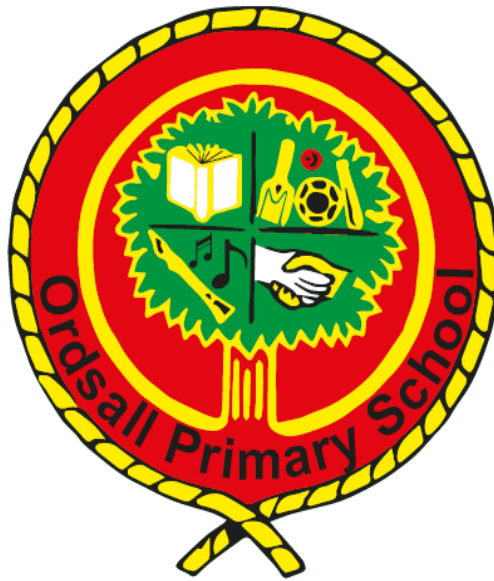




Play, Learn and Grow...Together!

Ordsall Primary School

Record of Processing Activities

Date reviewed: September 2026

Reviewed by: Simon Miles (Data Protection Officer)

Approved by: Karl Hopkinson (Headteacher)

Next review: September 2027

This record describes how Ordsall Primary School, as the data controller, processes personal data in line with Article 30 of the UK General Data Protection Regulation (UK GDPR). This information is confidential but will be provided to supervisory authorities (e.g. the Information Commissioner's Office) upon request.

1. School Details

Name: Ordsall Primary School

Address: Ordsall Road, Retford, Nottinghamshire, DN22 7SL

Telephone: 01777 702852

Website: www.ordsallprimary.com

Data Protection Officer: Simon Miles

DPO Contact Address: Ordsall Primary School, Ordsall Road, Ordsall, Retford, DN22 7SL

DPO Email: dpo@ordsallpri.notts.sch.uk

2. Categories of Data Subjects

- Pupils and parents/carers
- Employees and job applicants
- Governors and volunteers
- Contractors and suppliers
- Visitors

3. Categories of Personal Data

Pupils and Parents

- Names, contact details, DOB, gender, pupil ID
- Emergency contacts and family information
- Characteristics: ethnicity, language, nationality, FSM eligibility
- Attendance and behavioural data (including exclusions)
- Assessment and performance data
- Medical information and SEN details
- Safeguarding and child protection information
- Biometric data (if applicable), CCTV footage, photographs

Staff and Job Applicants

- Names, addresses, DOB, contact details, marital status
- Recruitment records, employment contracts
- Pay and benefits information
- DBS, immigration status, health and absence records
- Protected characteristics (e.g. ethnicity, religion)
- Disciplinary and grievance records, appraisals
- IT system use, CCTV footage, references

Governors and Volunteers

- Contact details, DBS status, declarations of interest

Contractors/Suppliers

- Contact details, financial and service-related information

Visitors

- Names, visit details, CCTV, sign-in data

4. Purposes of Processing

Pupils and Parents

- Admissions and enrolment
- Delivery of education and safeguarding services
- Assessment, monitoring, and progress tracking
- Pastoral and medical support
- Statutory returns (e.g. census)
- School communications and parent engagement
- Photographs for displays, website, or media (with consent)

Staff and Job Applicants

- Recruitment, HR, payroll, and pension administration
- Staff safeguarding and wellbeing
- Performance management and professional development
- Legal and regulatory compliance

Governors and Volunteers

- Ensuring legal compliance and good governance
- Contact and DBS records

Suppliers/Contractors

- Procurement and service delivery
- Financial transactions and audits

Visitors

- Site safety and security
- Safeguarding and accountability

5. Categories of Personal Data Recipients

- Department for Education (DfE)
- Ofsted
- Local Authority and Social Services
- NHS and healthcare professionals
- Police and law enforcement (as required)
- Education and training providers

- Payroll, HR, IT, and professional service providers
- Other schools (as part of transition processes)
- Judicium (Data Protection Officer service)
- Disclosure and Barring Service (DBS)
- Exam boards (if applicable)

6. International Transfers

No routine transfers to third countries. Where required, appropriate safeguards (e.g. Standard Contractual Clauses) are implemented in line with UK GDPR.

7. Data Retention Periods

Personal data is retained in line with the school's retention schedule and legal requirements, typically:

- Pupil data: until pupil reaches 25 years of age
- Staff data: up to 6 years post-employment
- Safeguarding data: until pupil reaches 25 years of age (or longer if advised)
- Financial data: minimum 6 years

8. Technical and Organisational Security Measures

- Encrypted devices and secure passwords
- Access controls and user authentication
- Secure storage of paper and digital records
- Regular staff training in data protection
- Secure disposal of confidential waste
- CCTV and visitor controls for physical security
- Annual data protection audits and risk assessments

9. Legal Bases for Processing

- **Article 6 (UK GDPR):** Processing is necessary for compliance with legal obligations, public task, or legitimate interests.
- **Article 9 (UK GDPR):** Special category data is processed under substantial public interest (safeguarding, education, employment).

10. Rights of Individuals

Individuals have the right to:

- Be informed about data use
- Access their personal data
- Request rectification or erasure
- Restrict or object to processing
- Data portability (where applicable)
- Complain to the ICO

11. Automated Decision-Making/Profiling

No automated decision-making or profiling is carried out.

12. Review and Update

This ROPA will be reviewed annually or when there are significant changes to processing activities.