

The Pioneers Academy

Data Protection Policy

Policy and Procedures • 2026–2027

School	The Pioneers Academy
Policy owner	Headteacher / Data Protection Lead
Effective from	September 2026
Review date	September 2027, or sooner if legislation/guidance changes
Primary statutory/guidance basis	UK GDPR; Data Protection Act 2018; ICO education guidance

1. Purpose and Scope

The Academy processes personal data lawfully, fairly and transparently and protects it against unauthorised access, loss, alteration or disclosure.

2. Policy Statement and Procedures

Staff must only access information necessary for their role, keep records secure, use approved systems and report suspected data breaches promptly. Personal information must not be shared with parents, pupils, colleagues or third parties unless there is a lawful basis and the recipient is authorised.

The Academy maintains appropriate privacy notices and processes requests from data subjects in accordance with applicable law, including subject access requests.

Safeguarding takes priority where information sharing is necessary to protect a child. Data protection law is not a barrier to proportionate safeguarding information sharing.

3. Roles and Responsibilities

The Headteacher has overall responsibility for implementation and review. Relevant designated leads coordinate day-to-day arrangements within their area. All staff are expected to follow the policy, maintain appropriate records and raise concerns promptly. Pupils and parents/carers are expected to follow the Academy's published expectations and cooperate with reasonable procedures.

4. Monitoring, Review and Record Keeping

Implementation will be monitored through appropriate records, audits, pupil/parent feedback, incident information, attendance or participation data and review by the senior leadership team. The policy will be reviewed at least annually unless a different statutory review period applies, and immediately where significant legal or operational changes require it.

5. Related Policies and Guidance

This policy should be read alongside the Academy's safeguarding and child protection arrangements, behaviour policy, attendance procedures, equality arrangements, data protection arrangements and any relevant individual plans or risk assessments.

6. Approval

Approved by: Headteacher

Next review: September 2027

References

- Department for Education, Keeping Children Safe in Education 2026, where relevant.
- Department for Education statutory guidance and current legislation relevant to this policy.
- The Pioneers Academy's other current policies and procedures.