FROXFIELD
CE SCHOOL

Review Cycle:	Every 2 years	**Next review:**	Summer 2028
Approver: Chair of SDG	Signed: Date: September 2026	Approver: Headteacher	Signed: Date: September 2026

GDPR - Statement of Intent – Froxfield CE School

AIM OF DOCUMENT: **GDPR –** This document is a Statement of Intent in respect of GDPR and the Data Protection Officer role. *The statement of intent is intended to be a simple, short document that the Governing Body and Headteachers has adopted as part of their School's overall compliance with GDPR. It recognises that the school is required to appoint DPOs and enables the Governing Body and Headteacher to demonstrate that they understand and adopt the principles contained in the GDPR relating to DPOs.*

IN EVENT OF CONCERN/QUESTIONS: Contact the GDPR governor, contact details available through the school office.

HOW DOES THIS DOCUMENT HELP THE CHILDREN? Information is managed so that the needs of children can met and that privacy and data of all parents and staff is maintained correctly and in line with GDPR regulations.

MONITORING PLAN FOR POLICY: Annual monitoring of the DPO by GDPR governor.

1. The Governing Body of Froxfield CE School understands that it is a Data Controller for the purposes of GDPR. It is also a Public Authority for GDPR purposes.

2. As the Governing Body of Froxfield CE School is a public authority it has appointed Vickie Farrow, Headteacher, as Data Protection Officer (DPO), in order to comply with the requirements of the GDPR.

3. The high levels roles and responsibilities within Froxfield CE School in respect of GDPR compliance are as follows:

a. The Governing Body – is the Data Controller and has overall responsibility for the School's data ecosystem, policies and compliance with GDPR;

b. The Headteacher – is the school's senior leader and is responsible on a day to day basis together with the SLT for overall GDPR compliance on behalf of the Governing Body;

c. The DPO is responsible for supporting the Governing Body to ensure compliance by undertaking the tasks set out in this document.

4. Our DPO is tasked with:

- monitoring the School's compliance with the GDPR, other data protection laws, and the School's data protection policies;
- awareness-raising amongst staff and Governors within the School about data protection obligations;
- training of staff and Governors on data protection;
- audits in the School in respect of compliance with data protection obligations.

5. Our DPO shall report to the Governing Body for the purposes of their DPO role.

6. The Governors and Headteacher recognise that as the Headteacher is our DPO appropriate safeguards must be put in place. The Governing Body and Headteacher shall ensure that staff and Governors involve the Headteacher as DPO, in a timely manner, in all issues relating to the protection of personal data. In addition, our DPO will report to the Governors regularly in relation to data protection matters generally, including the need for any DPIAs, complaints, data breaches and subject access requests. In relation to urgent matters, our DPO will report immediately to two of three nominated Governors, from the Chair of the Full Governing Body, the Chair of the Curriculum Committee and the Chair of the Resources Committee.

7. In particular, the Governing Body and Headteacher shall ensure that:

- the School's DPO is sufficiently well resourced and supported to be able to perform their tasks; including the time and resource required to acquire expertise and experience in the field of data protection as necessary
- the School does not penalise the DPO for performing their duties;
- any other tasks or duties assigned to our DPO do not result in a conflict of interests with their role as a DPO;
- staff and Governors take account of our DPO's advice and the information they provide on data protection obligations;
- when carrying out a DPIA, staff seek the advice of the DPO, who also monitors the process;
- the School's DPO acts as a contact point for the ICO and will co-operate with the ICO;
- when performing their tasks, the School's DPO shall have due regard to the risk associated with processing operations, and takes into account the nature, scope, context and purposes of processing data within the School.