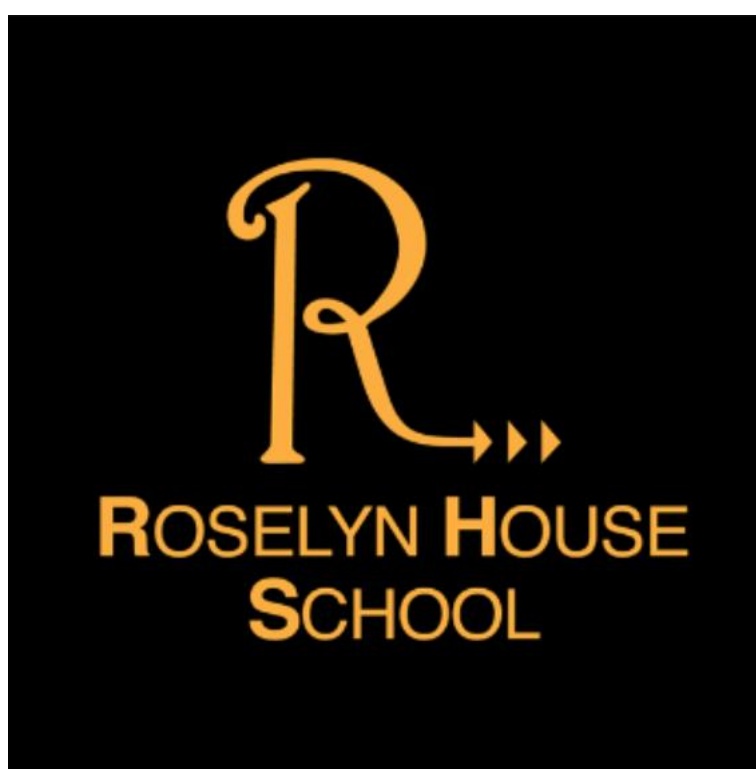


Induction Data Protection Guide

Roselyn House School

2026 – 2027



Approved by:	Rachel Smith	Date: 01/09/2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

ROSELYN HOUSE SCHOOL

INDUCTION DATA PROTECTION GUIDE

Welcome to KS Education Limited

The UK General Data Protection Regulation (UK GDPR) has brought about significant changes in data protection and places additional responsibilities on organisations to demonstrate their compliance with data protection. These are covered in policies and privacy notices which are mentioned below and you should familiarise yourself with them.

One of the main focuses of UK GDPR has been for schools to be as clear as possible with parents and pupils (where necessary) as to how their data is used. It is also important for staff to be aware of UK GDPR and our policies and procedures. Below are a few key points you should be aware of as well as some initial reading for you to consider.

Breaches

You have the responsibility to report any data breaches to Rachel Smith (Senior Business Manager). This should be escalated immediately. In the absence of Rachel Smith, you should notify the Head Teacher. Please note we have 72 hours to report breaches to the ICO (irrespective of the weekend) so it is important to act quickly. More information on data breaches is available in the data breach policy.

Security of data

All personal data must be kept secure and safe. This includes paper documents and data stored on electronic devices. Personal data should be placed in the locked cabinets/cupboards within the Admin Offices or locked cupboards within classrooms. Data should not be left out and paper records should be locked away. Failure to do this can put personal data at risk and result in a potential data breach.

Tips

- Papers containing personal data that are no longer required should be shredded
- Do NOT use your own USB sticks.
- When leaving your computer unattended remember to lock your computer.
- If you are unsure as to who the identity of an individual is who is requesting data, verify who they are and if necessary ask for proof of their identity. Do not disclose any data before being satisfied they are who they say they are.
- Before sending an email, double check the recipient is who you intend it to be. (For example, you sent to a Mrs Smith, make sure it's not someone with a similar name).
- Password protect emails of a sensitive nature/encrypt the email/use secure mail portals where possible.
- For electronic devices, use a complex password (not "password" or "1234") and do not give your user details to others.
- Do not write passwords down and place them by/near your computer.

You should familiarise yourself with the below mentioned policies/notices. They are located internally on the network. It is important that you do so as they cover pertinent matters relating to data protection and it is important within your job role that you have an understanding of data protection. Training will also be carried out in the form of e-learning modules online.

These are the following data related policies/documents you should read:

- Data protection policy;
- Data retention policy;
- Data breach policy;
- Freedom of information policy;
- Freedom of information publication scheme;
- Social media policy;
- Information security policy;
- Subject access request policy;
- Electronic information and communications policy;
- Acceptable use policy; and
- Privacy notice for staff.

Our Data Protection Officer

Please see below details of our data protection officer. They are responsible for overseeing data protection within Roselyn House School. However, the first point of contact internally should be Rachel Smith.

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell