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DATA & TECHNOLOGY

Special Category Data Statement

The short "appropriate policy document" covering the most sensitive data we hold.



POLICY OWNER

Data Protection Lead

APPLIES TO

DBS records, health and needs information

THE ONE RULE TO REMEMBER

Sensitive data is locked away, seen by the fewest people, and kept for the shortest time.

We hold some special category and criminal offence data: information about students' health, allergies and special educational needs (shared by parents), and DBS check outcomes for staff and specialists. We process it under the safeguarding and employment conditions in Schedule 1 of the Data Protection Act 2018, which require this appropriate policy document.

Principle	How we meet it
Lawful, fair, transparent	Explained in the privacy notice; used only to keep children safe and to meet safer-recruitment duties.
Purpose limitation	Health data used only for care and adjustments; DBS data only for recruitment decisions.
Data minimisation	We record a DBS certificate number, date and outcome, not a copy of the certificate.
Accuracy	Parents asked to update health information each term.
Storage limitation	Deleted in line with the retention schedule in Policy 12.
Security	Restricted folders, password-protected devices, locked cabinet for paper.
Accountability	Reviewed yearly by the Data Protection Lead.