



**GRANGE INFANT SCHOOL**  
**STATEMENT OF INTENT**  
**GENERAL DATA PROTECTION REGULATION (GDPR)**

**Statement of Intent in respect of GDPR and the Data Protection Officer (DPO) role**

1. The Governing Board (GB) of Grange Infant 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 GB of Grange Infant School is a public authority it has appointed the School Business Manager as the Data Protection Officer (DPO), in order to comply with the requirements of the GDPR.
3. The high levels roles and responsibilities within Grange Infant School in respect of GDPR compliance are as follows:
  - The GB is the Data Controller and has overall responsibility for the school's data system, policies and compliance with GDPR;
  - The Headteacher (HT) – is the school's senior leader and our data protection lead with day-to-day responsibility for data protection issues in our school on behalf of the GB;
  - The DPO is responsible for supporting the HT and GB 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;
  - carrying out a Data Protection Impact Assessment (DPIA) if the use of personal data is likely to result in a high risk to privacy;
  - audits in the school in respect of compliance with data protection obligations;
  - undertaking any investigations into potential data breaches.
5. Our DPO shall report to the Headteacher, and will also have direct access to report to the GB for the purposes of their DPO role.
6. The GB and HT recognise, agree and will seek to ensure that our DPO is given the required independence to perform their tasks. The GB and HT shall ensure that staff and Governors involve our DPO, in a timely manner, in all issues relating to the protection of personal data.
7. In particular, the GB and HT 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.

Review: This statement will be reviewed annually.

Agreed: This statement was agreed and adopted at the Governing Body on 19<sup>th</sup> November 2025.

Review: December 2026

Signed:  
Chair of Governors



Signed:  
Headteacher



Signed:  
DPO

