



Hawridge & Cholesbury CE School

Appropriate Use Policy

Adopted by the governing body on 20 March 2024

Next review February 2027

Hawridge & Cholesbury CE School recognises the particular sensitivity of special category and criminal offence data. This Appropriate Policy Document sets out how Hawridge & Cholesbury CE School will protect all data including special categories of personal data and criminal offence data.

We have this document in place to explain the basis on which we process special category and criminal convictions data and to demonstrate that our processing is compliant with principles set out in data protection legislation.

The data we process and the conditions for processing

Full details of the data we process can be found in our [Information and Records Retention Policy](#).

Details about the conditions for processing can be found in our [Data Protection Policy and privacy notices](#).

Accountability

We recognise that Hawridge & Cholesbury CE School has a responsibility to demonstrate that our policies and procedures comply with the requirements of the GDPR and in particular the principles and in particular that the sensitivity of special category and criminal offence mean that measures in place to protect data are extremely important.

To demonstrate our compliance and accountability we will:

- Document our processing activities and keep those records up to date
- Keep a record of personal data breaches
- Ensure that personal data is only collected, used or handled in a way that is compliant with data protection legislation.

Complying with the GDPR principles

Section 7 of our [Data Protection Policy](#) details how we comply with GDPR principles including for special category and criminal offence data.

Retention and erasure policies

Sections 14 and 15 of our [Data Protection Policy](#) explain how we store and dispose of personal data. Our [Information and Records Retention Policy](#) details the data we store, the retention period and the action we take at the end of the retention period.