



Elkesley Primary and Nursery School

Data Portability Policy

Compiled by	Mr C Marsh	August 2026
Agreed by	Staff	
Approved by	Governors	
Date of Review	September 2028	

Data Portability

The UK GDPR requires an organisation that stores data to enable transfer of that data from one organisation to another. In schools/academies, pupil data is transferred using the Common Transfer File (CTF) which is a DfE standard process. This is outside the scope of data portability in the UK GDPR.

Employee data will be shared to enable new starters and leavers to take up new roles as easily as possible.

When new data is provided to school it will then be administered and processed within the terms of the Data Protection 2018 and any other relevant policy.