

GDPR Statement

From 28 May 2018, the laws around data protection changed and the new General Data Protection Regulation (GDPR) became law. The school has a duty to operate within the law (GDPR) which means we must:

- Appoint a Data Protection Officer (DPO), have policies for the management of data and handling any complaints.
- Respond to complaints or requests within one calendar month.
- Keep parents informed of what we do with any data and inform them of any breach that would affect them.

The information below outlines the key changes that have come about following the change in legislation.

DATA COLLECTION

We must consider:

- What data we need from **our families**
- Why we need this data
- What we will do with it
- Where it will be stored
- Who we may share it with
- How we can dispose of it and how long we can keep it

YOUR RIGHTS

As well as telling you all these things, we are also required to tell you how you can view the data, request changes or deletions and what we will do in the case of a data breach.

The new law states that you have 9 rights in relation to the data we hold. These are ...

- the right to see any data we keep on record
- the right to request changes where errors exist
- the right to request that something is removed from the record/data
- the right to request that information is not used in any way other than that originally intended
- the right to have your data used by someone else
- the right to object to data being used for marketing or other commercial purposes
- the right for your children's data to be used for their education only
- the right to complain about how the data has been gathered and used in this school
- the right to compensation if damages have occurred as a result of our data handling

YOUR CHILD'S DATA

As a school we require some essential data from you as parents/carers. This data can be as simple and as routine as your address, a contact phone number or any medical conditions your child may have. Such information is not only legally required by the school, but also ensures that children and their families are well served by the school for routine matters. In most cases, this data will be provided by you in written form but will then be 'processed' and entered onto the school's information management system (computer system SIMS).

You should know that our systems are:

- password protected
- restricted to those with a 'need to know'
- regularly backed up externally
- managed in accordance with the law and local guidance

However, as a school we handle and use a much wider variety of data which may include our multimedia recordings, test data, referrals to social care and much more. More information on this can be found in our privacy notice..

SHARING YOUR DATA

We will always endeavour to tell you what we are doing with your data. We have a legal obligation to share pupil data with the Department for Education and Local Authority, However, on occasion we may be required to pass on data to other people/agencies. The circumstances in which we would likely do so, would include:

- at the request of a court of law
- where we believe your child is at risk of harm
- we are legally required to so
- at the request of police services in relation to crime

Our DPO is Natalie Punter who can be contacted on nats1911@icloud.com If you have any concerns or questions you should direct them to the DPO in the first instance.