

PRIVACY NOTICE: Update for parents and carers on the new data protection law

From 25th May 2018 the new General Data Protection Regulation (GDPR) becomes law. As an organisation that gathers and uses data (information), the school is required to review our data handling and consider what data we need, why we need it, what we do with it, where it is stored, who we share it with and how long we keep it.

Parents, carers and children's data

As a school we need to collect and use a wide range of personal data. This includes essential information (such as children's names, unique pupil numbers and addresses), characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility), medical information, photos and videos, CCTV footage, and information about assessment, attendance, exclusions, behaviour and special educational needs.

Why we need this data

The vast majority of the information we gather is needed to comply with legal requirements, to ensure the school runs effectively and we provide the best education. For example we use data to support pupil learning, monitor and report on pupil progress, provide appropriate pastoral care and to assess (and improve) the quality of provision. We use parents' contact details to update you via our newsletter and to administer clubs and lunch payments. We collect and use pupil data under the following lawful bases (as per Article 6 of the GDPR):

- *For the performance of a task carried out in the public interest:* to run the school effectively and to provide the best education for the children. This is the lawful basis for most of our personal data use.
- *For compliance with our legal obligations:* to comply with the law (such as school census returns)
- *In order to protect the vital interests of the pupil or of someone else:* to ensure children are safe, e.g. in emergency situations or where children have particular medical needs.
- *The pupil's parent or carer has given consent:* such as when we seek to use identifiable photos of pupils on the website, on social media or in publications, to promote the work of the school or celebrate pupils' success (e.g. in sports or arts competitions). We will ask you to give your **specific consent** in such cases.

Managing and storing data

The essential data you give us is entered onto the school's management information system (computer system). This is password protected, restricted to those with a 'need to know', regularly backed up externally and managed in accordance with the law. There is currently no set of standards or government policy for data retention in schools. We are developing our own policy, which will detail the time for which data will be stored.

Sharing Your Data

We do not share pupils' personal data with **anyone** without consent, unless the law allows us to do so.

We are required by law to share appropriate pupil information with the Department for Education (DfE), the local authority and the schools that the pupils attend after leaving us. In some circumstances we may also need to share personal data with other people or agencies – for example where we believe your child is at risk of harm, or at the request of police services or a court of law. We will always **TRY** to notify you that we need to pass on personal data to somebody else. However, it is likely that on occasion, timescales may limit our ability to do this.

Accessing your data

You have a right to make a 'subject access request' to gain access to personal data held by the school. Requests must be submitted in writing to the Data Protection Officer. You can find out more in our Data Protection Policy.

Data Protection Officer (DPO)

As required under the GDPR, we have appointed a Data Protection Officer (DPO) to monitor our policies and procedures in relation to data. The DPO will also investigate and report data breaches. You can find the details of our DPO on our website or ask in the school office.

More information: On the school website you can read our full Data Protection Policy. If you have any questions, please contact the DPO who will help you with any requests and advise you of your rights. You can also read more about GDPR on the Information Commissioner's Office (ICO) website. You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.