

DATA

A Parent's Introduction To : What We Do With The Data We Collect From You How We Keep It Safe and Secure Who We May Share It With What Your Rights Are In Terms of the Data We Hold

The Changes ...

From the 25th May 2018 the law is changing and the new General Data Protection Register (GDPR) will become law. As an organisation that gathers and uses data (information) we are required to review our data handling and related procedures. This introductory leaflet outlines the key changes brought about by this legal change. In principle, with regards to data collection, we are now required to carefully consider :

- what data we need from you
- why we need it
- what we will do with it
- where it will be stored
- who we may share it with, and why
- how will we dispose (get rid of) the data
- how long we will keep it



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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.

Your Rights ...

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 records / data
- the right to request that information is not used in any way other than originally intended
- the right to have your data used by somebody 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. 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).

Be assured 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 CCTV recordings, test data, referrals to social care and much more. We will now let you know how we manage this kind of data. You can find full details of this in our 'Annual Data Statement' which is available on our website.

Sharing Your Data ...

We will always endeavour to tell you what we are doing with your data. 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 do so
- at the request of police services in relation to a crime

We will always **TRY** to notify you that we have passed on data to somebody else. However, it is likely that on occasion time-scales may limit our ability to do this.

Data Protection Officer ...

We are required to appoint a Data Protection Officer (DPO) to monitor our policies and procedures in relation to data. You can find out who our DPO is by looking on our school website or asking at the office. If you have any concerns or questions, you should direct them to the DPO in the first instance. They will help you with any requests you may have and advise you of your rights. In addition to their advice, the school website will also have a number of documents for guidance as well.

The School's Duties ...

The school must operate within the law (the GDPR). This means that the school must :

- have a Data Protection Officer
- have policies for the management of data (including complaints)
- respond to complaints or requests within one calendar month
- keep parents informed of what we 'do' with any data
- inform you of any breach in our data that affects you

The school will not usually charge for any requests by parents. However, it would consider making a charge when requests are con