



GDPR

General Data Protection Regulation (GDPR) Summary for Parents.

This regulation is about protecting people in the modern information age and gives more control to individuals and more responsibilities to organisations which collect and hold your data. Schools must comply too. It affects everyone; staff, parents, children and volunteers.

What will the school be doing?

As an School we may use (process) your and your child’s information (personal data) for all sorts of different reasons, for example, to register your child at the School, to contact you in an emergency, to provide your child with an education, to provide you with access to applications such as Seesaw / ParentMail. By process we mean everything we do with your personal data from collection to deletion, for example, storing it, organising it, using it and sharing it with others. By personal data we mean both personal data and special categories of personal data. Personal data may include things like your name, address, an identification number or an online identifier. Special categories of personal data are data revealing your racial or ethnic origin, religious group and any biometric data that identifies you.

Whenever we process your personal data we must do so lawfully, fairly and in a transparent manner to comply with the General Data Protection Regulations (GDPR) and Data Protection Act 2018. The school has a data protection policy and data is kept secure and used appropriately. All staff have a GDPR Code of Conduct.

Who is responsible for GDPR in the school?

The School Governing Body holds the school accountable, takes the lead and provides assurance in matters such as these. The School Principal and Vice-Principal share a joint role of Data Protection Officers. The school pays membership annually to the ICO and has nominated the Education Authority has having overall DPO responsibility.

What are your rights as a parent?

- Right to be informed - to know what, how, where and for how long your data is used;
- Right of access – be able to see and know what data is being held;
- Right to rectification - to fix any errors in the data held;
- Right to erasure – to request data to be erased;
- Right to data portability – to move a copy of the data elsewhere;
- Right to object; to complain about how the data is used; and
- Rights related to automated decision making and profiling.

What data is held in school?

- Pupil Education Data
- Pupils Special Educational Needs Data
- Pupil Medical Data
- Parent Data (Data Collection Forms)
- Staff Employment Data
- Safeguarding Data
- Contracts with suppliers
- School Meals Data
- CCTV
- For ParentMail GDPR, please visit: <https://www.parentmail.co.uk/gdpr/>
- For Seesaw GDPR, please visit: <https://web.seesaw.me/gdpr>

More information can be found at www.ico.org.uk.

