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Dear Parent/Carer

### GDPR (General Data Protection Regulations)

You may have heard recently about changes to data protection regulations, which will commence on 25th May 2018. These changes will affect everyone, and every organisation, in some way.

As a school, we are a Data Controller under the new GDPR and as such define how and why personal data is collected, stored, and used. We also utilise Data Processors - third parties that process the data we control on our behalf. As a Data Controller, we must comply with the new regulation as well as ensuring that all of our Data Processors are compliant.

We will achieve this by ensuring personal data is processed lawfully, transparently, and for a specific purpose. Once that purpose is fulfilled and the data is no longer required, it will be deleted. To define personal data, it is any information relating to an identifiable person, for example, a class list including pupil addresses etc. Sensitive data is, for example, medical information relating to pupils.

We currently comply with existing legislation, the Data Protection Act 1998, and are very experienced at working within these regulations. It will however, be necessary to make some changes to policies and procedures in readiness for 25th May 2018.

With the introduction of GDPR, an individual has further rights, these include:

- Right to be informed - to know what, how, where, and for how long 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 be forgotten - to choose to have the data erased.
- Right to restrict processing - to stop data being used for a certain purpose.
- Right to object - to complain about how your data is used.

There are a number of justifiable reasons for controlling data. Following a full review and data-tracking audit, we have documented our legal basis for each set of data we control. Further details of which, are available in our bespoke Privacy Notices and Data Protection Policy.

Most data we control does not require consent although there are a few areas that do. Previously, some forms of consent were obtained using an opt-out method. However, under GDPR, consent needs to be explicit. Therefore, it is our intention to provide an Opt-In Proforma for specific legal consent within our routine Annual Data Collection Exercise, which will take place in the near future.

All documents relating to data protection are available on our website and I encourage you to take some time to read them. We take all data privacy and protection very seriously and work to the highest standard to keep your data safe and I hope that, after viewing our website and particularly the detail within the Privacy Notices, you will feel confident that we have all systems in place to be compliant with GDPR.

Yours faithfully

M Hockaday  
School Business Manager

