

## **GDPR - Data Protection**

### **What is GDPR?**

Things are changing!

The GDPR will apply in all EU member states from 25 May 2018. This will affect how schools manage personal data and how this is protected and shared.

The EU's [General Data Protection Regulation \(GDPR\)](#) is the result of four years of work by the EU to bring data protection legislation into line with new, previously unforeseen ways that data is now used.

In the coming weeks school will be updating Privacy Notices, Policies and Consent Forms to make sure we are compliant with the new GDPR.

Please can you ensure that you read all letters carefully and return reply slips asking for consent for your child to use online education platforms, such as MyMaths, The Spelling Shed etc. and also for your information to be shared with ParentPay, Teachers2parents etc.

### **GDPR Statement**

We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. The Headteacher is responsible for their accuracy and safe-keeping.

Please help to keep your child's records up to date by informing us of any change of circumstances. School staff have access to your child's records to enable them to do their jobs.

From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss. In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public education- al issues. In other circumstances you may be required

to give written consent before information is released  
– such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

If you have any queries or concerns you should contact our Data Protection Officer via the school office.

