

April 2018

Dear parents/carers

In May 2018 there will be significant changes to data protection rules and regulations. As a school we have been preparing for this since the start of this academic year. Over the next few months we will be making some changes to the data we hold in school and how we process it. This letter explains some of the impact that GDPR (General Data Protection Regulation) will have on you and us.

Two key principles of GDPR are privacy by design and only processing data where there is a legal basis for doing so. We will be reviewing all of our routines to ensure the safety and security of your data and that of your child. We will also be making it clear that, as a school, there is a clear need to process both pupil and parent data in order to keep our systems up to date.

One very important note is that whilst you will retain access to any data which we hold for you this may not include data linked to child protection which might cause harm to a child if released. This applies to a very small amount of our data but we must bear in mind that the best interests of the child are always our paramount concern.

We will soon be sending home privacy notices which outline our approach to data, what we hold and how we may pass it on. This is in line with the local authority privacy notice and is virtually identical to that for a maintained school.

We will also be publishing on the school website our approach to subject access requests – this is where you request a copy of all the held data we have in relation to you and your child. Again, this will be in line with published guidelines. A good source of information is the information commissioner's office (ICO) website.

We will also be looking at the ways in which we request permission to process your data – this will include when a child first registers with the school. You will also see some changes in our pupil registration forms and new year update forms. The new form is more comprehensive and you will receive one when your child starts with us and then annually so that we can check our school based data is accurate and up to date.

A key change this year are enrolment evenings for new parents/pupils who are joining our community in September. This will be held to help parents through the new enrolment process. Existing parents will receive an updated version of the pupil registration form to complete at home – however we can offer support for anyone who needs help in completing the new forms.

Governors have also been involved in planning for GDPR and it is likely that they will be appointing a third party/external provider to act as the school's Data Protection Officer. Members of the senior team will still oversee the data routines in school but the external provider will create an additional layer of expertise to ensure we are fully GDPR compliant.

On a day to day basis it is unlikely that you will experience many changes following the advent of GDPR. However, there may be more situations where we are expressly requesting your permission for something rather than accepting you have given permission if we have not heard from you.

Please do not hesitate to ask any GDPR based questions. Mr Watkins is taking the senior lead on GDPR implementation in school.

Yours sincerely

Mr Simon Watkins
Executive Head Teacher