

DATA

A parents introduction to:

- What we do with the data that 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 that we hold

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 will it be stored
- Who we may share it with, and why
- How we will dispose (get rid of) the data
- How long we will keep it

As well as telling you all these things, we are also required to tell you:

- How you can view this data
- How to request changes or deletions
- What we will do in the case of a data breach

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 anyway 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 the school

The right to compensation if damages have occurred as a result of our data handling

RIGHTS

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 telephone 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.

Sharing Your Data

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 will be available on our website.

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 the school website or asking at the school 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. These include:

- The school Data Protection Policy
- The school Annual Data Statement
- Data Complaints and Amendments Policy

The School Duties...

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

- Have a Data Protection Officer
- Have policies in place 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 considered to be unfounded or excessive.