

24 May 2018

Dear Parent/Carer

General Data Protection Regulation (GDPR)

On 25th May 2018, the General Data Protection Regulation (GDPR) will replace the Data Protection Act 1998. This new law requires us to be clear about the information (data) we hold and our reason for holding it, as well as taking steps to ensure that all the data we store is held securely and protected.

What types of data are held in school?

We hold a lot of information in schools. Registration, examinations, payment for school meals, contact details (to inform parents if the school is closed due to snow for instance) are all examples of data that needs to be processed to keep the school running effectively. Here are some types of information that we hold:

- Student educational data
- Student medical data
- Parent/carer data
- Staff employment data
- Safeguarding data
- Contracts with other organisations (such as careers advisors)
- School meals data
- Photographs and CCTV images
- Biometric data (fingerprint software)

Why do we hold the data?

A great deal of the personal data we process falls under the specific legal basis 'in the public interest'. This is a legal requirement that schools maintain data to run the school safely and effectively. Without the information listed above, we would find it very difficult to provide a good education for your child.

How do we currently protect it?

Most data is kept in secure computer systems that require a log-on to use. Staff already receive training on how to keep data secure and there are already strict policies in place.

What are schools in the Education and Leadership Trust doing to prepare for GDPR?

1. Auditing systems, processes and software
2. Revising the existing policies to make sure they comply with the new law
3. Training staff on the changes
4. Planning lessons to educate the students about the changes

What do I need to do?

At the moment, you do not need to do anything apart from keep us up to date with any changes in the information you have already given us. Please make sure that if there are new phone numbers or changes of address, the school is given this information as quickly as possible.

However, there is some data, such as photographs of events in school, where we will need additional consent to hold this data.

We will be contacting you again soon with more information which:

- explains how you can access the information we hold in school
- asks for your consent to hold some additional types of data and
- provides information about where you can see the full list of approved providers of software and applications used in our school.

Yours faithfully



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Academy Headteacher



a member of the
EDUCATION
and
LEADERSHIP
Trust