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 data we hold and our reason for holding it as well as taking steps to ensure that all data we store is protected.

What sort of data is held in school?

We hold a lot of information in schools. Registration, examinations, payment for school meals, informing 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.

- Student Education data
- Student Medical data
- Parent data
- Staff employment data
- Safeguarding data
- Contracts with suppliers
- School Meals data
- CCTV images and photographs
- 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 keep 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 logon 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 writing again soon with more information which explains how you can access the information we hold in school, asking for your consent to hold some additional types of data and to explain where you can see the full list of approved software providers.

Yours sincerely

A Benedict
Academy Headteacher