



Christ Church CE VC Primary School

Aspire, celebrate and learn...

25 May 2018

Dear Parents and Carers,

General Data Protection regulations (GDPR)

You will no doubt be aware that new data protection legislation comes into force on Friday 25 May 2018. Much of what schools already do to protect data meets the requirements of the new General Data Protection regulations (GDPR), but there will need to be some changes moving forward.

As a school, we are required and need to gather data on the pupils who attend our school as they progress through the years, both to fulfil the legal obligations we have to the government and our local authority, and also to ensure that we are able to track the progress of pupils in order to identify any specific needs they might have and then provide them with the necessary level of support they require. We also hold a certain amount of data on parents and carers to ensure that we are able to communicate with them effectively and in a timely manner.

Much of the data we hold is sensitive and we take very seriously our responsibilities under both EU and UK data protection legislation to protect that data and keep it secure. Current legislation requires us to ensure that all individuals on whom we hold data are informed of the data we hold, the legal basis on which we hold it and the individual rights. Much of this information is contained within the 'Privacy Notices' that we are also legally required to send out. The full text of the privacy notice for pupils will be available on the school website.

In addition, we also have policies and procedures in place to ensure that we store and transmit all data in a secure way to protect the rights and privacy of individuals. For more detailed information, please see a copy of the Secure Data Handling Policy by following this link (<http://www.christchurch.wilts.sch.uk/wp-content/uploads/2016/11/A9-SECURE-DATA-HANDLING-RECORD-RETENTION.pdf>). A paper copy is available from the school office.

Under data protection legislation, individuals have the right to request access to the information we hold about them (together with other legal rights), all of which will be outlined in our policy, along with information on how to go about requesting access to that data.

As with all other organisations and companies that hold data on individuals, we are required to register with the Information Commissioner's Office (ICO), the body responsible for ensuring compliance with the legislation and investigating any complaints or data breaches.



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Should you have any concerns about the way we are collecting or using your personal data, we would ask that you raise them with us in the first instance by contacting me, Neil Baker (Headteacher) on admin@christchurch.wilts.sch.uk or via the school office on 01225 863444, in my role as the schools data controller.

Alternatively, should you so wish, you can also contact the ICO directly and their contact details can be found on their website: <https://ico.org.uk/>. The ICO site also contains a lot of useful information regarding current legislation and individual rights.

On Wednesday 5 June 2018 at 2.30pm we will be holding a meeting for parents and carers about GDPR and what it means for you. We look forward to seeing you there. In the meantime the new Privacy Notice that we must provide for your child can be found on our website.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil Baker', written in a cursive style.

Neil Baker
Headteacher