

General Data Protection Regulation (GDPR)

The [Data Protection Act 2018](#) controls how your personal information is used by organisations, businesses or the government.

GDPR is about personal data. This means data which relates to an individual who can be identified from that information. It does not affect all the records the school holds because much of it will not contain personal data.

GDPR became law on 25 May 2018, it has a number of changes from the previous Data Protection Act. The main new feature of Data Protection under the GDPR is an accountability principle, meaning that the organisation does not only have to comply, but it has to be able to demonstrate that it complies.

If you think your data has been misused or it is not secure you should contact the school.

If there is something that we are doing that is not quite as it should be, you are unhappy with our response or need any advice, you can contact the Information Commissioner's Office helpline – Telephone Number 0303 123 1113, as they are the national regulator of data protection legislation.

Record of Processing Activities (RPA)

The RPA is a list of the main types of information stating key details about the data, for example:

- Why we have it
- What it is used for
- Where it is stored
- Who it is shared with (if it is)
- How long we keep it for

Privacy Notices

Privacy Notices are what we use to explain why we collect information and what we are going to do with it, for example, if we are going to share it with anyone else. Under data regulations we are lawfully able to do this to carry out tasks in the public interest and as part of our legal obligation.

Data Protection Officer (DPO)

A Data Protection Officer is a role required by the GDPR and is responsible for overseeing data protection strategy and implementation to ensure compliance with GDPR requirements. Our Data Protection Officer is Ruth Hawker, Plumsun Ltd, www.plumsun.com

Procedures for individuals to exercise their rights

The GDPR gives individuals various rights around their data. The main one is being able to request a copy of the information held about them, but it also gives them the right to do things like request that information is corrected (if inaccurate)

Policies

Data Protection Policy

Privacy Notice – Staff

Privacy Notice – Pupils

Rights of Individuals

Individuals have the following rights:

- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Right to have explained if there will be any automated decision-making, including profiling, based on the data and that they have the right to meaningful information about the logic behind this