



Bratton Primary School

Engagement - Resilience - Integrity

Headteacher: Mr Ian Bolton

T: 01380 830511

E: admin@bratton.wilts.sch.uk

W: www.bratton.wilts.sch.uk

General Data Protection Regulation (GDPR)

Dear Parents,

As many of you are no doubt aware, the law is changing and the General Data Protection Regulations (GDPR) comes into effect on 25th May 2018. It will bring higher standards for handling data and greater expectations for improved transparency, enhanced data security and increased accountability for processing personal data. Schools will have a legal duty to comply with the GDPR.

Please take the opportunity to watch the short video clip below - GDPR Mind Map for Parents:

- https://www.youtube.com/watch?v=Ua_LzUJ_wu8&t=199s

The new GDPR (General Data Protection Regulation) is replacing the current Data Protection Act (DPA) and is set to strengthen and unify all data held within an organisation. For us as schools, GDPR brings a new responsibility to inform parents and stakeholders about how they are using pupils' data and who it is being used by.

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 that 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 their individual rights. Much of this information is contained within the 'Privacy Notices' that we are also legally required to send out. The Privacy Notice outlines key rights and responsibilities that we have as a Data Controller and outlines what data we will hold, how we will process it and who we can share it with and what rights you have as parents. The full text of the respective privacy notices for pupils and parents/carers, together with more detailed information can be found by clicking on the link:

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 download a copy of our Data Protection Policy and our Secure Data Handling Policy, by clicking on the link <http://www.bratton.wilts.sch.uk/gdpr/> alternatively, you can obtain a hard copy on request at the school office.

Address: Carpenter's Lane, Bratton, Westbury, Wiltshire, BA13 4RL



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 are 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 legislation and investigating any complaints or data breaches.

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 **Mr Bolton or Mrs Bunce**, who are the members of staff we have appointed to oversee our data protection responsibilities. They can be contacted by email at admin@bratton.wilts.sch.uk or, by calling the school office.

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.

We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing. Due to new GDPR regulations with effect from the 25th May 2018, schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law and/or our GDPR policies and privacy notices permit it (please see the schools website GDPR page <http://www.bratton.wilts.sch.uk/gdpr/>). We are also required by law to pass some of your key information to the Local Authority (LA) and the Department for Education (DfE)

To start updating our data collection, in compliance with GDPR, we will therefore be sending home a new, updated Data Collection sheet, which we would ask you to check, read through, amend and then sign to say you have consented to the data collection in line with and fully aware of our GDPR policies and protocols.

The GDPR is essentially about safeguarding the data we hold on you and your children. The legislation may also bring about future changes in the way we have to work with you and we will update you fully within this process. As an example, many of you will phone the school to leave a message or ask to speak to a member of staff. Now, just like banks and financial institutions, we will need to clarify who is calling and ask questions based on information we hold about your child so that we can ascertain that you are who you say you are, for example we may ask you to confirm your child's date of birth, postcode or their middle name. This helps us not only meet the new GDPR legislation, but also helps safeguard your children.

We hope we have given you an insight to the journey we are undertaking and given some idea about why we are having to make these changes. We will be uploading more information to the School Website GDPR page and will keep you informed. In the meantime, if you require further information about the GDPR Legislation, please visit www.ico.org.uk

Yours faithfully
Ian Bolton
Headteacher