



Data – A Parent's Guide

Data Protection law in the UK changes on 25th May 2018. It's now called the General Data Protection Regulation (GDPR).

The regulation is about protecting people in the modern information age. It gives more control to individuals and more responsibilities to organisations which collect and hold your data.

The new legislation also changes how we get consent regarding your child, and we will be writing to you about that in due course.

Newington Green's Data Protection Policy and Privacy notices will be available for you to read on the school website very shortly.

Your child's data

As a school we require some essential data from you as parents. This data can be a simple and as routine as your address a contact number or any medical conditions your child may have. Such information is not only legally required by the school, but also ensures that children and their families are well served by the school for routine matters.

In most cases, this data will be provided by you in written form but will then be processed and entered onto the school's information management system, (SIMS), and other internal systems.

Be assured that our systems are:

- Password protected
- Restricted to those with a need to know
- Regularly back up externally
- Managed in accordance with the law and local guidance

However, as a school we handle and use a much wider variety of data which may include our CCTV recordings, test data, referrals to social care, and much more.

Sharing your data

We will always endeavour to tell you what we are doing with your data. However, on occasion we may be required to pass on data to other people / agencies. The circumstances in which we would likely do so, would include:

- at the request of a court law
- Where we believe your child is at risk of harm

- We are legally required to do so
- At the request of the police

Data Protection Officer

We are required to appoint a Data Protection Officer (DPO) to monitor our policies and procedures in relation to data. You can find out who our DPO is by looking on the website or speaking to the school office.

If you have any concerns in the first instance speak with Sue Cross, School Business Manager.

School Duties

The school must operate within the law (GDPR). This means that the school must:

- Have a Data Protection Officer
- Have policies for the management of data (on school website)
- Respond to complaints or requests within one calendar month
- Keep parents informed of what we do with any data
- Inform you of any breach in our data that affects you

The school will not usually charge for any requests by parents. However, it would consider making a charge when requests are considered to be unfounded or excessive.

Your Rights

It's important that you know your rights but remember some rights are overridden by the necessity of key school functions

Right to be informed -To know what, how, where, and for how long their child's and their data is used

Right of access- To be able to see and know what data is being held

Right to rectification-To fix any errors in the data held

Right to erasure-To choose to have the data erased

Right to restrict processing-To stop data being used for certain purposes

Right to data portability-To move a copy of the data elsewhere

Right to object-To complain about how your data is used

Rights related to automated decision making and profiling

School Website

Please view our data protection tab under the 'parents' section of the website, which will be updated with our new GDPR policies and privacy notice.