



THERE'S NO FULL STOP TO LEARNING

How we handle your data

New GDPR legislation came into force on the 25th May 2018 which focuses on the way we gather, handle, store and dispose of data on our pupils, parents/carers, staff, governors and volunteers. We have been working towards compliance for the last few months and some changes have been made to a few of our systems and others are in the process of changing.

This said the school already takes great care of the information given to us so we are already compliant in most areas, and this process is an opportunity to further strengthen our processes. We have robust and secure systems for both our electronic and paper records.

This legislation affects all of us and no doubt your own work places will also be making the required changes. We ask parents and carers to support the changes being made to school systems to help easily facilitate the secure transfer and processing of information by:

- Reading the privacy notices
- Responding to the consent/permission request sent out by email or pupil post and confirming your preferences. Please see below for more information
- Downloading the Parent App to keep us informed of any changes securely, please see below for more information.
- Letting us know if there are any changes to the consent preferences.

Privacy Notices

On our website you will find our new privacy notices, which explain in detail what information we will need from you, why it is needed, how it will be stored, who we share it with (if this is required) and how long it will be kept for. It also explains your rights regarding consent.

Permissions

As a school we are required to collect certain information in order to carry out our core functions of providing education and ensuring the wellbeing and welfare of the children. We do this on the legal basis that we are required to as an authority and therefore require no further permission to do this.

There are areas however where we do require your permission to use the information you have given us for activities other than our core functions. These include extra-curricular activities like school trips, outings, photographs and videos amongst others. For these additional activities we will seek your specific consent to use your information and images; this must be freely given, informed and unambiguous. General consent forms are sent to parents/carers annually to be completed and returned to school.

Forms

During the next few months we will be looking at all the forms we use in the school and amending them to make them compliant.

Parent Lite App

Through the new legislation parents have enhanced rights regarding the information held on their child. In order to meet these additional rights we have teamed up with SIMS, who manage our pupil and staff data, to provide parents/carers with the **Parent Lite App**. We will be sending you more information shortly, and we are encouraging all parents/carers to download the app when the invitation comes out later on in the summer term.

How long we keep information for:

The school has a Retention Schedule Policy on our website adopted from the IRMS information Management toolkit for schools.

Adopted by Reay Primary School from the Information Management Toolkit for Schools · v5 · 01 February 2016 · www.irms.org.uk