

Claypole Church of Enland Primary School

GDPR

Data Protection Policy

In light of the changes to Data Protection under the UK GDPR, SITTING ALONGSIDE THE DATA PROTECTION ACT 2018 and the Freedom of Information Act 2000, we have made some changes to the way we collect, use and share your data.

The GDPR implements 6 principals:

- **Lawfulness, Fairness and Transparency** – Organisations must have legitimate reasons for collecting and processing your personal or sensitive data.
- **Purpose** – Organisations should only collect data for a specified, explicit and legitimate purpose
- **Data Minimisation** – Organisations should only collect data which is adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed.
- **Accuracy** – Data held by organisations should be accurate and, where necessary, kept up to date.
- **Retention** – Data should be kept in a form which permits identification of data subjects for no longer than is necessary for the purpose for which the personal data is processed.
- **Security** – Data should be processed in a matter that ensures appropriate security of personal data.

We have recently updated our Privacy notice, which can be found on our website, which details the information which we collect, the purpose for which we collect it, any 3rd parties who this may be shared with and how long we will retain it.

Under the GDPR, there is an enhancement of individuals' rights:

- **The right to be informed** – You should know about the collection and use of personal data.
- **The right of access** – You can ask about your personal data we hold in the form of a subject access request (SAR)
- **The right of rectification** – You can ask us to correct the information we hold which is incorrect
- **The right to erase** – You can have your data removed
- **The right to restrict processing** – You can limit what your data is being used for
- **The right to withdraw consent** – Where consent has been given, you have the right to withdraw at any time.

It is important to note, where organisations have a legitimate purpose for the collection, use, sharing and storage of data, these will therefore overrule individual's rights and processing can continue.

Subject access requests (SAR)

If you wish to contact the school to obtain information that we hold, please complete the form available on the website or retrieve a paper copy in house. Proof of ID will need to be provided in order for the request to be completed, and a response will be issued within one month from the date the request is received.

Data Protection Officer (DPO)

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.. The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO. Full details of the DPO's responsibilities are set out in their job description. Our DPO is Mr. Joe Lee and is contactable via e-mail on DPO@ark.me.uk. Or Joe.Lee@ark.me.uk
Ark ICT Unit 6 Venture Court, Pinchbeck, Spalding PE11 3BG
Tel: 01775 720252 / 07815 041186

Reporting a Data Breach

If you believe that your personal or sensitive data has been compromised, please complete the 'Reporting a Breach' form available for collection from the office. All forms will be given to the Data Protection Officer.

- [ICO Online](#)

What is GDPR?

GDPR stands for: General Data Protection Regulation.. Claypole Church of England Primary School will ensure that personal data is protected and kept safely and securely. It will ensure that its policy for data protection is used as the basis for collecting, storing, accessing, sharing and deleting personal data. The school will use the General Data Protection Regulations (GDPR) as the benchmark for its standard for protecting personal data.

Objectives

1. To ensure that decision makers and key people in school comply with the statutory changes to the GDPR which will officially come into force in May 2018;
2. To ensure that there will be regular reviews and audits of the information we hold to ensure that we fully meet the GDPR statutory requirements;
3. To document the personal data we hold, where it came from and with whom it will be shared.;
4. To ensure that data collection, data handling, data storage and data disposal procedures are in line with the GDPR and cover all the rights individuals have, including how personal data is deleted and destroyed.

Strategies

1. Data access request procedures will be handled within the timescales set out in the GDPR, and we provide any additional information in line with the GDPR guidance;
2. The processing of personal data will be carried out on a lawful basis as required by the GDPR;
3. Where the school needs to seek consent, it will do so in a manner that meets GDPR standards;
4. Any records of consent and the management of the process for seeking consent will also meet the GDPR standard;
5. Where there is a personal data breach, the procedures used to detect, report and investigate it will meet the requirements of the GDPR;
6. The systems the school puts into place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity will meet the standard set in the GDPR;
7. Data protection by design and data protection impact assessments will meet with the ICO's code of practice on privacy impact assessments as well as with the latest guidance;
8. The school will have a Data Protection Officer who will be given responsibility for data protection compliance;
9. When the school requests data, we will provide appropriate privacy notices to explain why data is being and the purposes for which it is used.

Outcomes

The requirements of the GDPR will be met by this school as the basis for collecting, storing, accessing, sharing and deleting personal data. Data will be processed fairly lawfully and in a transparent manner. It will be used for specified, explicit and legitimate purposes in a way that is adequate, relevant and limited. It will be accurate and kept up to date and kept no longer than is necessary. Data will be processed in a manner that ensures appropriate security of the data.