

## GDPR Explained

In light of the changes to Data Protection with the introduction of the GDPR (General Data Protection Regulation) on the 25<sup>th</sup> May 2018, which you may already be aware of, we have made some changes to the way we collect, use and share your data.

The GDPR is an updated set of rules designed to harmonise data privacy laws across Europe and gives greater protection and rights to individuals. 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 relations 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 identifications 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 what ensures appropriate security of its personal data.

We have recently updated our Privacy notice, which details the information we collect, the reason for collecting it, any 3<sup>rd</sup> 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 overrule individual's rights and processing can continue.

### **Subject Access Request (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 from the school office. 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.

### **Reporting a Data Breach**

If you believe that your persona; or sensitive data has been compromised, please complete the "Reporting a data breach" form which is available on the school website or collect a form from the school office. All forms will be given to the Data Protection Officer to investigate.