

GENERAL DATA PROTECTION REGULATION

The GDPR applies to all pupils, parents / carers, members of staff, governors / trustees, job applicants and other stakeholders – what does the GDPR mean for you?

The General Data Protection Regulation (GDPR) has applied since 25th May 2018. It is a new law that replaces the Data Protection Act (1998) and guides public bodies such as schools about how they process any personal data that they have collected and keep it safe. The new law also explains the rights of individuals whose personal data is being stored and processed. The main points are:

- The school must provide access to the data it holds for an individual if that individual (or in some cases their legal guardian) requests it.
- Where the school needs to obtain consent to process data, the consent must be freely given (by the person whose data is being processed or in some cases their legal guardian); and can be withdrawn at any time.
- All personal data must be held securely.
- The Information Commissioner's Office must be notified of a data breach within 72 hours.

What is personal data and how can it be processed?

Personal data means any information we hold that relates to an identified individual e.g. their medical information, exam results and behavioural records. This data is **processed** when it is collected, recorded, organised, retrieved, transmitted or destroyed.

The key principles about processing personal data for all stakeholders:

1	Any data must be processed legally, fairly and transparently
2	Data can only be collected for specific reasons that are directly related to the work of the school
3	The data that is collected must be limited to what is necessary for the purposes for which it is being processed
4	Any information stored must be accurate and kept up to date
5	All data must be kept secure
6	Any data obtained must only be kept for as long as it is necessary for the reasons given for its collection.

A Data subject (person whose personal data is being stored and processed) has the following rights:

1	The right to access their own data
2	The right to have any incorrect personal data changed if they think it's inaccurate.
3	The right to have their data removed (only applies in some circumstances)
4	The right to restrict how their data is used or processed (only applies in some circumstances)
5	The right to have their data moved from us to another organisation e.g. when a child moves school.
6	The right to object to their personal data being used or processed for statistical research or as part of an automated system of profiling

Our Data Protection Officer is Mr K. Thacker (Deputy Headteacher). He is responsible for ensuring individuals' personal information is held securely and processed in the correct way. He can be contacted at kthacker@featherstonehigh.ealing.sch.uk. Any questions about this leaflet, our GDPR policy or privacy notices should be directed to him.

Further information about GDPR and your rights under GDPR can be obtained from the Information Commissioner's website.