**Model Primary school Derry**

**GDPR - Data Protection – What is GDPR?**

The GDPR (General Data Protection Regulation) will apply in all EU member states from 25 May 2018. This will affect how our school manages personal data and how this is protected and shared.

The General Data Protection Regulation will bring data protection legislation into line with new ways that data is now used.

Currently, the UK relies on the Data Protection Act 1998, which was enacted following the 1995 EU Data Protection Directive, but this has been superseded by the new legislation. It introduces tougher fines for non-compliance or breaches, and gives school stakeholders greater say over what can be done with their data. It also makes data protection rules more or less identical throughout the EU.

In the coming weeks we will be updating Privacy Notices, Policies and Consent Forms to make sure we are compliant with the new GDPR.

Useful links will be added to our website in due course in the Parent Information Section.

**General Data Protection Regulation – Parent/Carer information**

As an educational organisation we need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. The School Principal, Mrs M Ramsey, is responsible for their accuracy and safe-keeping. Please help to keep your child’s records up to date by informing us of any change of circumstances.

School staff have access to your child’s records to enable them to do their jobs. From time to time information may be shared with others involved in your child’s care, if it is necessary. Anyone with access to your child’s records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child’s details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for solicitors etc.

To ensure your child’s privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent. We will not leave messages with others. Therefore, it is absolutely essential that we have two contacts and current mobile/home telephone numbers at all times.

You have a right to see your child’s records if you wish. Educational records detail your child’s academic progress and Thinking Skills and Personal Capabilities. Pastoral and behavioural records on the Social, Emotional and Behavioural Difficulties of your child and medical records are also held. Please ask at the school’s office if you would like further details. An appointment will be required.

**Your Rights in Relation to our School’s Management of your Child’s Data**

As a parent, you have a number of rights in relation to the data we hold on you and your child. The main rights are as follows:

* The right to view any records or data we hold
* The right to request that we amend or update that data
* The right to request that we remove some information.

Whilst these rights exist, we would always assure parents that we take very seriously our responsibilities in relation to managing all the data we hold.

We endeavour to make sure that it is always:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accurate | Secure | Backed Up | Limited To Those Who Need It | Reviewed Regularly |

On occasion, you may wish to take advantage of your legal rights in relation to the data we hold on your child. Steps to make this happen are as follows:

**Step 1** In the first instance, speak to the school’s Data Protection Officer (Mrs

 M Ramsey).

**Step 2**  If you wish to proceed, please complete a Data Review Request

 Form (available from the office).

**Step 3** We have one month in which to consider your request.

**Step 4** Once we have reviewed the request and made a decision, we will write to

 you outlining our decision and what happens next.

**Step 5**  If your request is successful, we will arrange for you to review the relevant

 records.

**Step 6** Once you have reviewed the records, we hope you will be satisfied that we

 have managed your data effectively. However, if you feel that something

 in there is inaccurate and needs amending or removing, then you may

 request this.

**Step 7** If you wish to proceed, please complete a Data Amendment Request

 Form.

**Step 8** We have one month in which to consider your request.

**Step 9** Once we have reviewed the request and make a decision, we will write to

 you outlining our decision and what happens next.

**NB:** Please note that time frames may be extended if the requests fall within a holiday period.

Thank you

Michelle Ramsey