



14th May 2018

Dear parents and carers,

From time to time, I am required to write to you with important legal information which outlines changes to the school practice. Unfortunately, this letter will not be particularly inspiring but do please cast your eye over it and the attached documents as the law is changing regarding data protection.

As you may already be aware, the 25th May 2018 marks the enforcement of the General Data Protection Regulation (GDPR). The GDPR will replace the Data Protection Act 1998 and is designed to strengthen the safety and security of all data held within an organisation, and make sure processing and storage procedures are consistent.

I am writing to you today to inform you of the work that Shobnall Primary School is conducting to ensure that we meet this new regulation.

First and foremost, it is important that you understand your rights under the GDPR; you have the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

The GDPR will result in some significant changes for the school, which I would now like to take a moment to explain. The school will have to prove their compliance with the GDPR, by having effective policies in place. There have also been some changes to the rights that individuals have – such as the right to have your information erased.

Privacy notices must also include new information, such as an individual's right to complain to the Information Commissioner's Officer (ICO). The GDPR takes into account the information of children too – parental consent is needed for children up to the age of 13, at which point, the child may be able to consent for themselves. Privacy notices must be given to children and have to be written using age-appropriate language.

A data breach notification duty is applied to all schools, and those that are likely to cause damage, e.g. identity theft, have to be reported to the ICO within 72 hours – failure to do so can result in a fine. A data protection impact assessment will be completed, which will likely be carried out when using new technologies and the processing is likely to result in a high risk to the rights and freedoms of individuals.



**International
School Award**

"Happy children, inspired learners"

Shobnall Primary School, Shobnall Road,
Burton-upon-Trent, Staffordshire, UK, DE14 2BB
Telephone: **01283 247410** Email: office@shobnall.staffs.sch.uk



One of the biggest changes has been in terms of consent; consent must be a 'positive indication', which means that it has to be opted into, clear and unambiguous. Any consent given under the Data Protection Act 1998 will be reviewed and reobtained if necessary. This means the school will have to ask for you to consent to things again and this will be required in a more detailed manner, as you will see on an attached set of consent forms.

Finally, schools are required to appoint a data protection officer (DPO) – the DPO for our school is myself as Head Teacher and as ever, I can be contacted in person or via email or phone.

The GDPR will require changes to be made to some school policies and procedures. While some policies will need small updates, others will require re-writes. For example, the school's Photography and Videos at School Policy will need quite a few changes and, for this reason, I would like to ask you to complete the enclosed permission slip and return it to the school office, once you have read and understood the school's privacy notice. Before you give consent to anything, it is vital that you have read and understood the privacy notice, as the school wants to ensure that you understand what we are doing with your data and that you know we are acting legally.

When policies have been checked and ratified, they will be published on the school's website, which can be accessed at www.shobnallprimaryschool.co.uk here.

Yours sincerely,

A handwritten signature in black ink that reads "R. Cruise". The signature is written in a cursive style with a large, sweeping initial "R".

Mr R. Cruise

Head Teacher

Please detach this from the rest of the Privacy notice and return to school no later than Friday 25th May 2018. Should you not wish to do so, please speak to the Head Teacher at the very earliest opportunity.

Declaration

I, name of individual, declare that I understand:

- Shobnall Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Shobnall Primary School may share my data with the DfE, and subsequently the LA.
- Shobnall Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Shobnall Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____

Pupil(s) Name(s) _____



Shobnall Primary School – Parental Consent Form

In line with GDPR requirements, Schools need to obtain **separate consent for different processing arrangements**. For example, if a parent has consented for their child's picture to be used on the school website, this cannot be used to infer that a parent consents for their child's picture to be used in a school newsletter – the school must obtain consent for both processing activities. Therefore, as a result, the school now needs to obtain for each individual case. When asking for consent, schools must **outline exactly what is being consented to**, i.e. why the data is being used and how the data will be used.

Pupil Name: _____ Year Group: _____

Consent Type	Consent explained	Please tick as appropriate	
		YES	NO
Photographs for use on Twitter	Your child's photograph may be used to celebrate the achievements of a class, group or individual via the school's social media account.		
Photographs for use on website	Your child's photograph will automatically appear on the website as it links directly to the school twitter feed. Additionally, it may appear due to inclusion in the weekly newsletter where a link can be found on the website.		
Photographs for external usage	Your child's photograph may be retweeted by a follower. Your child's photo may also be included in our school prospectus, newspaper or national publication. It may also appear as part of the JTMAT marketing structure.		
Photographs for newsletter use.	Your child's photograph may appear in the newsletter as a celebration of the work that they have done as part of an individual, group or class achievement.		
Photographs for use in books and display	Your child's photograph may be used to evidence work and experiences in an exercise book or display board. This is a celebration of the work undertaken in class.		
School photographs	Your child will have their photograph taken by a professional and reputable company yearly for you to consider purchasing.		
Internet Use	Agreeing to this enables your child to access the internet safely at school with full supervision and guidance of the class teacher and other adults. This is usually conducted during computing curriculum time using either ipads or netbooks.		
Short Visits consent.	Your child may take part in any short visit within the local area which may be arranged during the school day e.g the church. <i>We will always require additional consent, as previously, if we are taking your child on a school trip.</i>		
Food Tasting	Agreeing to this enables your child to taste different foods during curriculum time. <i>Allergies and dietary requirement information is found on the reverse of this form.</i>		

Please can you sign this form and return to the school no later than Friday 25th May 2018. By signing this form, you are aware that as the consenting adult, you are evidencing that you have understood the need to provide written consent, or not, in relation to the GDPR legislation.

Signed: _____ Date: _____

- Does your child have any food allergies? Yes / No (delete as appropriate)

If the answer is yes, please give details below:

.....
.....
.....

- Does your child have any dietary requirements? Yes / No (delete as appropriate)

If the answer is yes, please give details below:

.....
.....
.....

- Is there any food that your child should not eat for cultural reasons? Yes / No (delete as appropriate)

If the answer is yes, please give details below:

.....
.....
.....