



Edgewood Primary School

Building skills and values for life

General Data Protection Regulation Policy

Principles of GDPR

GDPR stipulates that, when processing personal data, we have to ensure that it is:

1. Processed fairly, lawfully and in a transparent manner.
2. Used for specific, explicit and legitimate purposes.
3. Used in a way that is adequate, relevant and limited.
4. Accurate and kept up to date.
5. Kept no longer than necessary.
6. Processed in a manner that ensures appropriate security of the data.

What we hold

We hold relevant information regarding a child's (the data subject) education. This includes, but is not limited to, assessment data, attendance records and medical information. We also hold information regarding emergency contacts should we need to speak to someone about the child.

We also hold confidential information about some children that we have a legal obligation to hold and we have the right to keep that information confidential. This right extends beyond the child's time at Edgewood Primary School.

Why we hold it

We hold this data to comply with our legal obligations to educate your child and to ensure they are safe during their time at our school.

How long we retain it

We have an obligation to retain some information about contacts and data subjects (you and your child) beyond their time at Edgewood Primary School. We retain all information for the minimum recommended times and will destroy it when we are no longer required to keep it. (For some information this may be when your child is 25, for some safeguarding information it may be longer than that.)

What we do with it

We hold data in paper records and on electronic systems. School staff have access to this data to record information (e.g. attendance, conduct, contacts) and to add information to it for our records.

How we protect your information

All paper records are locked in a cabinet or cupboard, within rooms that are locked when staff are not present.

All electronic systems are individual user password protected and all staff have had thorough training on keeping that data secure.

The electronic systems are mainly cloud-based and the companies that run those systems have provided us with statements declaring they are compliant with GDPR and will keep your data secure.

A list of these companies is on our website.

What rights do you have to your, or your child's, data?

You have a right to access your personal data held by the school that is not confidential in nature. To do this you should put your request in writing to the school at;

DPO,
Edgewood Primary School,
Edgewood Drive,
Hucknall,
Nottingham,
NG15 6HX.

We are not able to accept data requests from emails that we cannot verify and cannot send data requests to addresses that are not on our system.

According to the ICO, organisations have a month to respond to any request. We take that to mean a calendar month and will endeavour to respond within that time frame. If we can't we will let you know that we can't.

The school will not be able to reply to a data access request while the school is closed. If we receive a data access request during a holiday we will start the month to respond on the day we return to school.

You also have the right to delete your personal data, however, as the school has a legal duty to retain some information, this right currently only extends to contacts that are not parents / carers (additional contacts). If you are an additional contact and would like us to delete your data then please contact the school in writing as detailed above.

Contact permissions

As a school we have a legal need to contact you about your child. However, we only have the right to retain this for the parents / carers of the child.

Our school policy is that any additional contacts require the consent of that contact to be held within our school systems. The contact **must** give this consent themselves – it cannot be given by anyone else.

The school's legal status and nominated persons

We are a data controller and processor and registered with the Information Commissioner.

The DPO is Matthew Curtis and can be contacted by calling school (0115 9561337) or emailing dpo@edgewood.notts.sch.uk

The responsible person is Ed Seeley who can be contacted by calling the school or emailing head@edgewood.notts.sch.uk

Our policies, processes and procedures are independently monitored by our governing body and there is a link governor to facilitate smooth oversight.

All GDPR and data related queries must be directed to the DPO in the first instance.