

GDPR (General Data Protection Regulation)

Prior to May 2018 the legislation in place that protected the data that others hold about us, was the Data Protection Act 1998.

New broader and stronger legislation, GDPR, came into force on the 25th May 2018.

All schools have to go through a very thorough process to ensure we are compliant with new data protection regulation and we hope that by explaining what we are doing you will understand why there will be some changes in the way we capture information and permissions (consent) from you and why we need the information.

That said we want to reassure you that we already have very robust measures in place and this is just further enhancement to those processes.

Public Task

Most data in the school will be collected under the label of 'Public Task' as this will enable us to meet the educational needs of your child. This includes information about their age, date of birth, English fluency levels and any special educational needs. We also need to share this information with other government agencies to ensure appropriate levels of funding are provided in order to meet their needs.

Within the 'Public Task' category we also need to collate information about parents/carers due to the young age of our pupils to ensure you are kept adequately informed of their progress, any events your child is participating in and for any health & wellbeing needs, including emergency contacts.

Consent

Separately to this we would seek your 'consent' to contact you for processing your information for the purposes of marketing and fundraising activities such as the school website, parents handbook and other school publications and media. Your 'consent' will also be sought for taking children on trips or taking part in workshops to enhance their learning.

Under GDPR, any consent given needs to be evidenced. We are working out ways of doing this in the most effective and efficient way so bear with us.

The above reasons for data processing are not exhaustive and we are developing a set of privacy notices that will give you more information about this. These will be available from the school website.

Public Authority

As a school we are classed as a public authority so much of the data we gather about you or your children will be done so under this legal basis.

We do not need a specific statutory power to process personal data, but the purposes of the use of your data must have a clear basis in law. The processing must be necessary to perform the function and for us to meet our obligations under law.

For example: A school is required to have the children's personal data to meet our statutory duty under safeguarding legislation. We also require this data to ensure the child is in the right year group and accessing the appropriate curriculum; in addition we need to report on individual circumstances to access funding to meet individual specific needs.

Without this data we are unable to meet our core function.

Personal data for parents is required in order to keep you informed of your child's progress and of any concerns we may have, especially emergency contact information.

Where we need to gather other categories of data this will be explained clearly in the privacy notices.

Data Protection Officer

Our Data Protection Officer is **Mr Stephen Beck**.

All data protection enquiries should be directed to him via the school email:

admin@thomasbecket.croydon.sch.uk