



General Data Protection Regulation Policy

Roade Primary School

Distribution: Staff, Pupils, Parents, Visitors, Contractors, Other interested parties



School Commitment:

The School is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller, the handling of such data in line with the data protection principles (see below) and the Data Protection Act (DPA).

Changes to data protection legislation (General Data Protection Regulations May 2018) shall be monitored and implemented in order to remain compliant with all requirements.

The legal bases for processing data are as follows –

- (a) Consent: the member of staff/student/parent has given clear consent for the school to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for the member of staff's employment contract or student placement contract.
- (c) Legal obligation: the processing is necessary for the school to comply with the law (not including contractual obligations)

The requirements of this policy are mandatory for all staff employed by the school and any third party contracted to provide services within the school.

Roles:

The member of staff responsible for data protection, the Data Controller, is the Head Teacher. The Head Teacher may delegate data controller duties as necessary.

The Data Controller is the person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed

The Data Protection Officer (DPO) is Ruth Hawker, Plumsun Ltd. Contact details can be found on the website: www.plumsun.com

The DPO monitors internal compliance, and informs and advises the school about their data protection obligations and acts as a contact point for data subjects and the supervisory authority.

The DPO is independent, an expert in data protection, adequately resourced, and reports to the highest management level.

All staff will treat all student information in a confidential manner and follow the guidelines as set out in this document.



Approved by:

Dated:

Written by: Ruth Hawker, Plumsun Ltd
Data Protection Officer on behalf of the School/Trust

Dated: 16th March 2018

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