



104 Moneynick Road, Randalstown, BT41 3HS

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Principal: Mrs E Hughes

4 June 2018

Dear Parents

On 25 May 2018 the **General Data Protection Regulation** came into effect across the EU. It is a new law that is being implemented in exactly the same way across all EU countries to create a level set of rules, to ensure all data held and processed by organisations within the EU is secure and processed lawfully.

Public organisations and schools are required to comply. We have been working on our GDPR readiness in recent weeks.

Since then:

- The principal and secretary have completed a GDPR training course
- Awareness of GDPR has been raised with the remainder of the staff
- We have begun to review all of our data and documents and update them

The process of becoming fully GDPR compliant will be long because it affects all aspects of the school. We do already have strong Data Protection policies and protections, but these now all need to be updated in line with GDPR. Furthermore, the BIG change with GDPR is that we now have to produce a lot of documentation to prove our compliance. This is what is going to take us a long time. But rest assured we are working on it, to make sure that GDPR will be central to our day-to-day culture. We already highly value and protect all pupils, parents and staff data and will continue to do so.

As a parent you may receive some letters from us regarding GDPR. Some of those may be about consent and some about updating your information with us. Please do read and send back everything you receive. On the reverse of this sheet you will find some useful information in relation to GDPR.

For further information about GDPR please visit the ICO website <https://ico.org.uk>

Yours sincerely,

Emer Hughes



GDPR

What will the school be doing?

We already have a strict data protection policy. Data is stored securely and used appropriately. Much will stay the same but GDPR will bring even better security and greater transparency. All staff will soon have a GDPR Code of Conduct. In many cases consent is not needed but where consent is required, you will be asked for it.

Who is responsible for GDPR in the school?

The Board of Governors holds the school accountable, takes the lead and provides assurance in matters such as these. The School Principal will liaise with the EA, who take on the role of Data Protection Officer.

What data do we collect in Moneynick?

- Pupil Special Educational Needs Data
- Pupil Medical Data
- Pupil Educational Data
- Parent Data (Data Collection Forms)
- Staff Employment Data
- Safeguarding Data
- Contracts with suppliers
- CCTV

Where can I find out more information?

You can find out more information from the UK Regulator – the Information Commissioner’s Office (ICO). There is lots of useful information on their website, www.ico.org.uk

What are my rights as a parent?

You have the right:

- to be informed - to know what, how, where and for how long your data is used
- to access – to be able to see and know what data is being held
- to rectification - to fix any errors in the data held
- to erasure – to request data to be erased
- to data portability – to move a copy of the data elsewhere
- to object; to complain about how the data is used

It is important that you know your rights but remember some rights are overridden by the necessity of key school functions.

What do parents need to do?

- No urgent action is needed
- Watch out for communications from school as we update processes and policies
- Be patient as we try to minimise the cost of implementing changes. GDPR is a huge amount of work alongside our day to day running of the school
- Return anything we ask you to complete, promptly
- Ask if you have any questions or concerns