



Parents/Carers

General Data Protection Register GDPR 2018

As you may already be aware, the GDPR becomes law on the 25th May this year. As a school we are required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where we will hold the data, who will have access to, how long we keep it for and when we will delete/destroy it. This relates to any data we hold – whether on paper or on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it will be kept and what we do with it. We require you as a parent legal guardian to acknowledge (by signed underneath) each section. By doing so, you are acknowledging that you are happy with the arrangements.

Please note: we will endeavour to inform you in a timely manner of any changes.

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?
Registration/ Admissions Data	Name DOB Address Telephone Medical/ SEN Issues Parent/carer Details Attendance	Legally Required to for admission to school Well-being of the child communication	All staff (where Necessary)	Initially completed on paper, then entered onto the school's information management system Paper version is shredded	Held on file throughout child's time at school Passed onto new school when moving Computer retains copy in 'archive'

I understand the purpose of this data and confirm I am satisfied with the school's arrangement for managing it

Signed: _____

PTO

Tests and Assessment Data					
What?	Probable Content	Why?	Who?	Where?	When?
SAT's results	Foundation stage	Legally required to provide some data to the Department for Education	All staff (where necessary)	Data for the DfE is electronically held	Held on file throughout child's time at school
Internal Assessments & tests	Key stage 1 Key stage 2 Termly assessments Phonics testing	To identify strengths and weaknesses, so teaching can be made more personal		Teachers own test results are held in their assessment files	Passed onto new school when moving Computer retains copy of records in 'archive'

I understand the purpose of this data and confirm I am satisfied with the school's arrangement for managing it

Signed: _____

Additional Statement: *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the school website, which will be updated regularly.*

Child's name/s	
Date/s of Birth	
Name of person completing this form	
Relationship to child/ren	

Signed: _____ Date: _____