

## **General Data Protection Regulations May 2018 (GDPR)**

### **Consent and Privacy Notice for Parents/Guardians**

GDPR requires all organisations holding personal data on a person to,

- 1) Provide information about the data we keep
- 2) How long the data will be stored
- 3) Why we keep the data
- 4) How we store data
- 5) Who we share data with
- 6) Consent to hold data

This form provides you with the information you need to give your consent to the data being held;

#### **Part 1) The information about the data we keep**

- Name and address of child's parents/carers
- The address at which the child resides
- Date of birth of child
- Special education needs or disability plans or arrangements
- Any custody arrangements for the child
- The date the child joined our setting
- Child attendance Registers
- Medical Information and Accident/Incident Reports
- The details of any previous setting(s).
- Information from and to any other setting(s)
- Parent/Carer bank account details
- Parent/Carer National Insurance Number
- Quotations and Invoices sent to Parent/Carer
- Parent/Carer eligibility code for National Entitlement Funding (15 and 30 hours)
- Written observations of child's learning and development
- Photographs of mixed groups of children involved in learning and development activities

#### **Part 2) How long the data will be held**

We will hold this information for six years to comply with The Regulations for Independent Schools (Education) Act 2014 and HMRC.

### **Part 3) Why we keep the data**

We hold this information to comply with The Education (Independent Schools Standards) Regulations 2014

We hold bank details to make refunds or payments to your bank account and to claim government entitlement for eligible children.

We hold observations and images to compile a Learning Journey for your child, to make assessment of progress to comply with The Education (Independent Schools Standards) Regulations 2014 and EYFS Statutory Guidance 2016

### **Part 4) How we store data**

Data may be stored in two ways, either as hard copy documents or as electronic files. Hard copy documents containing personal and sensitive data is kept in files and locked away at the end of each day. This information is only available to senior managers and on a need to know basis.

Electronic files, containing personal and sensitive data are kept on a cloud-based website accessible by password and only available to the Head of School and Accountants manager of The Prepatoria School.

Electronic files containing information about pupil's learning and development may be stored on The Prepatoria School laptops. These are encrypted and locked away at the end of each day.

Photographic images are taken using photographic equipment belonging to The Prepatoria School only. The images are transferred from the camera to a pen drive/memory stick or Prepatoria School encrypted laptop for upload to a cloud-based website and for printing. Once this has been done all images are deleted from the camera, memory stick and lap tops. Any unused or outdated hard copies are shredded.

### **Part 5) Who we share data with**

In order to comply with statutory regulations, see Part 3), above, we are required to share some information with the local authority and government appointed inspectors, such as Ofsted.

We share images of pupils, using a cloud-based storage site, with all parents of The Prepatoria School. CAUTION. This is a password protected site, but parents may share these images with other people.

We may use some images on our website, Facebook page or for publicity.

## **Part 6 Parent/Guardian Data Rights**

Parents/guardians have the following rights to the processing of data belonging to the parent/guardian/child. If you wish to enact any of these rights, you should contact the head of school at [principal@shrewsburyprepatoria.co.uk](mailto:principal@shrewsburyprepatoria.co.uk)

### 6.1 Right to be informed.

We have provided information regarding the processing of data in the Privacy Notice.

### 6.2 Right of access

You can access your personal data. Where possible, this will be given in an electronic format.

### 6.3 Right to rectification

If you perceive your data to be inaccurate or incomplete, you should make a written request for it to be altered. We will strive to respond to your request within one month.

### 6.4 Right to erasure

You can request your data to be erased when processing is no longer required. We will discuss your request with you as soon as reasonably possible.

### 6.5 Right to restrict processing

You are able to request a restriction of data processing. This allows us to store your personal data, but we will not use it in any processing capacity. We will discuss your request with you as soon as reasonably possible.

If processing is based in consent you have the right to withdraw your consent. If you do so, we will stop processing the data.

### 6.6 Right to data portability

You are able to request data in a commonly used and machine readable form to enable you to reuse your data for your own purposes.

### 6.7 Right to object

You have the right to object to data processing. You must do so in writing and clearly state your grounds for objection. We will discuss this with you as soon as reasonably possible and will stop processing unless we have legal grounds to override your objection.

### 6.8 Rights related to automated decision making including profiling

Your child has the right not to be subject to a decision based on automated processing when it produces a significant effect on yourself or your child. If any automated decision occurs, you are entitled to express your point of view, request human intervention and obtain an explanation of the decision and challenge it if necessary.

If you have concerns regarding the management of your child's data, please first contact the Shrewsbury Prepatoria Principal. If they are unable to resolve your issue, then you have the right to complain to a supervisory body (i.e. the ICO) or judicial remedy.

### Parent/Guardian Consent Form

Most of the data we keep about children and their parents and carers is required by law however, we still need your informed consent to keep it, store it and if required (according to Part 5 of the Shrewsbury Prepatoria Consent and Privacy Notice for Parents/Guardians) share it. We need the consent of both parents or carers with whom the child resides to sign and date this form.

Name of child \_\_\_\_\_

I \_\_\_\_\_ (Name of Parent/Carer 1)

have read and understood how my data will be processed and understand my rights in relation to data processing/retention. I give my consent to the collection, storage and sharing of data in accordance with the Shrewsbury Prepatoria Consent and Privacy Notice for Parents/Guardians.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ (Name of Parent/Carer 2 where applicable)

have read and understood how my data will be processed and understand my rights in relation to data processing/retention. I give my consent to the collection, storage and sharing of data in accordance with the Shrewsbury Prepatoria Consent and Privacy Notice for Parents/Guardians

Signature \_\_\_\_\_ Date \_\_\_\_\_