

Pensilva Primary School

School Road, Pensilva, Liskeard, Cornwall PL14 5PG

Telephone 01579 362546

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Website: www.pensilva.cornwall.sch.uk

Headteacher: Mrs Teresa Clinick



22nd May 2018

Dear Parents/Carers

General Data Protection Regulations (GDPR)

As you have probably heard in the news, there are new Data Protection regulations coming into effect on 25th May 2018 and Pensilva Primary School is currently working towards ensuring compliance with their requirements. These changes will affect everyone, and every organisation, in some way.

Schools are classed as “data controllers” and as such they state how and why personal data is processed.

We are currently auditing and reviewing our procedures and policies, and considering implementing new systems where necessary. All staff will be trained so that they are aware of the changes and the effects it may have.

The good news is that schools have been complying with the Data Protection Act 1998, and are very experienced at working within such regulations. It will be necessary to make some changes to policies and procedures, and to correspond with “data subjects” who include students and parents/carers. You may receive information over the coming weeks and months to inform you of specific changes which will affect you and your child.

All personal data which we need for the daily running of the school, and which is therefore classed as “in the public interest”, will be listed on our Privacy Notice for your information. This data does not require consent.

In the coming weeks we will be updating Privacy Notices, policies and consent forms and these will be posted on the school website or sent to you as appropriate. In the meantime, please be assured that the following is already in place:

- We are obliged to hold personal information about your child on our systems to help us with their educational and health needs and to be able to contact you. Please help to keep your child’s records up to date by informing us of any change of circumstances. (We are hoping to introduce a Parent App to make this easier for parents in the coming months.)



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- School staff have access to your child's records to enable them to do their jobs. It may be necessary to share information with others involved in your child's care. Anyone with access to your child's records is governed by a legal duty to keep their details secure, accurate and up to date.
- Information about your child is held securely and safeguards are in place to prevent accidental loss.

If you would like to read up more about GDPR, the Information Commissioner's Officer Website is an excellent resource at ico.org.uk.

Yours sincerely

Teresa Clinick
Headteacher

