



Greenfield Primary School and Nursery

Shaw Street, Greenfield, Oldham, OL3 7AA

Telephone: 0161 770 5525

Fax: 01457 871980

Email: info@greenfield.oldham.sch.uk

www.greenfieldprimarieschool.com

Headteacher: Mr M Wood M.Ed.

Excellence and Enjoyment for All

Dear Parent / Carer

23rd May 2018

RE: General Data Protection Regulations 25th May 2018

From 25th May 2018 the law is changing and the new General Data Protection Regulations (GDPR) will become law. As an organisation that gathers and uses data (information) we are required to review our data handling and related procedures.

The key changes brought about by this legal change are:

- What data we need from you,
- Why we need it,
- What we will do with it,
- Where it will be stored,
- Who we may share it with, and why,
- How will we dispose (get rid of) the data,
- How long will we keep it.

As a school we require some essential data from you as parents. This data can be as simple and as routine as your address, a contact phone number or any medical conditions your child may have. Such information is not only legally required by the school, but also ensures that children and their families are well served by school for routine matters.

In most cases, this data will be provided by you in written form but will then be processed and entered onto the school's information management system (computer system). Be assured that our systems are:

- Password protected,
- Restricted to those with a "need to know",
- Regularly backed up externally and securely,
- Managed in accordance with the law and local guidance.

We will always endeavour to tell you what we are doing with your data. However, on occasion we may be required to pass on data to other people/agencies. The circumstances in which we would likely do so, would include:

- At the request of a court of law,
- Where we believe your child is at risk of harm,
- We are legally required to do so,
- At the request of police services in relation to a crime.

However, as a school we handle and use a much wider variety of data which may include our CCTV recordings, test data, referrals to social care and much more. We will now let you know how we manage this kind of data.

Continued/...



The GDPR provides the following rights for individuals:

- 1) The right to be informed
- 2) The right of access
- 3) The right to rectification
- 4) The right to erasure
- 5) The right to restrict processing
- 6) The right to data portability
- 7) The right to object
- 8) Rights in relation to automated decision making and profiling.

You can find full details of our Privacy Notice and GDPR Policy soon and Annual Data Statement at the end of this year on our school website. Please find attached the revised Parental Data Consent form which school requires you to complete and return to the school office by Friday, 8th June 2018

If you have any queries please do not hesitate to contact me.

Yours sincerely

Mr M Wood
Headteacher

Enc