

HEDGEWOOD SCHOOL

Data Protection Privacy Statement-Parent/Carers

You probably are aware of new Data Protection regulations that are now in force. As a school we collect and use data for lots of different reasons. The new regulation means that we are reviewing all our data collection and usage with the aims of keeping all sensitive and personal data secure and importantly, not collecting any data that is not essential to the running of the school as well as erasing data on or before the legal threshold. Again if we are required to share any personal a data we will tell you why, with whom and how we do that.

Set out below is more information on data protection and what we do to uphold our DP responsibilities. We will also be asking any other organisation who hold any of your details, about their compliance with the new regulations. As ever, we are always here to answer your questions. We take the collection and use of personal information very seriously. If you think that our collection or use of personal data is unfair, inaccurate or inappropriate then please do not hesitate to contact us in the first instance. Our data protection officer is contactable through our website.

Kind regards

John Goddard.

Sharing information with others

As a School it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be collected, used stored and erased.

Information

We will make sure that the information about you is accurate and up to date when we collect or use it. We will only collect it if we need to do so and all information will be erased within the legal timeframe. You can help us with the accuracy of this

process by keeping us informed of any changes to the information we hold. So where it is legally required or necessary and is compliant with Data Protection law, we may securely share personal information about pupils with Health e.g. physiotherapy or the School nurse e.g. height & weight, or in a medical emergency, with Social Care e.g. Direct Payments, Local Authority e.g. Annual Reviews and also the Local Authority Sensory teams, other Local Authorities eg. when a pupil moves to another Local Authority, The Department for Education (DfE)*, Ofsted, suppliers and service providers e.g. SEN transport, central and local government, professional advisers and consultants, police forces and courts and tribunals as required.

*We are required to provide pupil information to the DfE via statutory collections eg School Census/Early Years Census and this information is stored on the National Pupil Database(NPD) and is managed by the DfE to assist with school performance and educational research. The DfE website gives extensive information about the NPD.

Types of information we collect

- Yourself and your child's full name.
- Your address and email address.
- Your contact numbers and addresses of your emergency contacts.
- Your child's date of birth.
- Your child's medical conditions, any medication details and your Doctors details.
- Photographs of yourself and your child.
- Your work address and telephone number.
- Yourself and your child's religion, nationality, ethnicity and 1st language.
- Any court order information relating to yourself or your child.
- Any statutory safeguarding information.
- Free School Meal eligibility information.
- Dietary Information.

Information Security

We will keep information about you and your child secure. We will protect your information against unauthorised access. All information collected on paper forms is kept locked securely away and our computers are all password protected. We are currently reviewing the security of personal and sensitive information to guarantee security.

Keeping Information

We will hold information about you and your child only for as long as required by law. After this we will dispose of it in a secure manner e.g. shredding.

Openness

We will tell you what kinds of information we hold and what we do with it.

General

We comply with the Data Protection Act (DPA) 2018, and are upgrading documentation and processes to comply fully with the General Data Protection Regulation 2018 (GDPR). We will do this through our Data Protection Policy.

We will support you with any questions or problems that you may have with the Data Protection Act 2018, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000.

Our commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you and where possible will collect information directly from you. If we collect information about you from any other source we will always try to share that with you.

Useful contacts

- Hedgewood school o208 845 6756
- hedgewood.org
- dpo@hedgewood.org
- Information Commissioners Office (ICO) 0303 123 1113 or <https://ico.org.uk/concerns/>
- Department for Education (google dfe.gov.uk. data protection information should provide a lot of information)

Kindly sign, date and return to school in the envelope provided.

Signed: _____ Print Name: _____

Date: _____