

## **HEDGEWOOD SCHOOL**

### **Data Protection Privacy Statement**

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 a bit more information on data protection. 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.

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.

We securely share information with Health e.g. physiotherapy, School nurse e.g. height & weight, occasionally with Social Care e.g. Direct Payments, Local Authority e.g. Annual Reviews and also the Local Authority Visual & Hearing teams.

## **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.

## **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 1<sup>st</sup> language.
- Any court order information relating to yourself or your child.
- Any statutory safeguarding information.
- Free School Meal eligibility information.
- Dietary Information.