



Armthorpe Academy

GENERAL DATA PROTECTION REGULATIONS

PARENT OVERVIEW



TO BE RETAINED BY PARENT / CARER FOR INFORMATION

What is it?

These new regulations are being introduced by the EU in order to make sure that you are in control of your personal data.

What's the definition of personal data?

Anything that could identify you and your child as an individual 'data subject'. That could be your name, address, email address and all the other pieces of information you have which together are unique to you as a person.

Why is this important?

You need to know who holds information about you and why they are using it. This is to help prevent fraud, misuse and proper management of your information and to also check whether everything is up to date so that whatever action the organisation needs to take for you is done so properly and accurately. As a parent/carer of a young person at Armthorpe Academy this extends to your child as well.

Why does the school/trust need information about me or my child?

As the educator of your child there are certain things we need to know in order to do this as well as possible and there is also certain information that we will generate. This includes things like knowing how well your son or daughter is learning, as well as what might be happening outside school which might affect them and make it more difficult for them to learn.

So what will happen now?

You will receive a privacy notice with more detail about how we collect, collate, store and use data and information about you and your child. It will include a link to the full legislation if you want to know more. You will also receive a new consent form which will help us to continue to do all of the necessary things linked to your child at the school/trust. This document is really important. The consent form will need to be checked carefully, signed and returned. It is important for you to know that we are allowed to hold some information because the law recognises the importance of us doing so and that means if consent isn't provided we can still do much of this work. However, for some other things we need your consent.

Can you provide some examples of what this means?

PHOTOGRAPHS – without your written consent we are not allowed to take photographs during learning experiences to share online etc. While this might be ok, sometimes it's really great for our young people to share their achievements visually (this doesn't affect CCTV footage used to support managing positive behaviour as that is covered by a legal requirement).

SHARING INFORMATION WITH OTHER AGENCIES – this can only be done if they have a legal right to the information in order to provide a service and they also must provide protection against the GDPR legislation. We are seeking confirmation from all the agencies we work with however there might be things you want us to tell them which isn't covered – for instance, if there has been a medical emergency we will need your consent to share information with the GP or hospital so that we can get the right support in place immediately.

What do I do if I want to remove consent?

Speak to the school's Data Protection Officer or the Principal in the first instance (see contact details below). Some data must be provided so that we can complete all of the right activities as we've explained but if you are worried we might be holding something we shouldn't have, you should let us know. You can ask to see the data we hold to support educational and curricular activity at any time. This is not considered to be a Freedom of Information request as this has always been possible. Please do be assured that we intend only to hold information which makes sure you are supported properly as an important member of Consilium Academies.

Important Documents

- 1. CONSENT FORM** – attached and to be returned to school once authorised.
- 2. PRIVACY NOTICE** – contains detailed information for you to keep.

SCHOOL CONTACTS: Andy Bridge, GDPR Data Protection Officer
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Dave Fearnside, Operational Lead
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