St. Joseph's Catholic Primary School
We Work, We Care, We Pray, We Share'
Web: www.st-josephs-withnell.lancs.sch.uk

Dear Parent(s)/Carer(s) 1st September 2024

The **General Data Protection Regulation** (**GDPR**) came into effect on **25th May 2018**. It brought higher standards for handling data and greater expectations for improved transparency, enhanced data security and increased accountability for processing personal data. Like all organisations, schools have a legal duty to comply with the GDPR. Most importantly though, at St. Joseph's, we believe in the principle of respecting personal data and welcome this opportunity to evaluate and update our policies and practices wherever necessary.

The new GDPR (General Data Protection Regulation) replaced the **Data Protection Act** (**DPA**) It strengthens and unifies all data held within an organisation. For schools, GDPR brings a new responsibility to inform parents and stakeholders about how they are using pupils' data and who it is being used by.

The school collects, holds and uses a great deal of information about individuals, particularly pupils and adults connected with the school. Under the GDPR, data about living individuals is known as personal data. The regulation puts in place numerous safeguards for the use of data about individuals.

St. Joseph's has a statutory duty to comply with the requirements of the GDPR as it collects data about pupils and adults associated with the school for school business. The school is also required to produce a privacy notice explaining how information is collected and processed. St. Joseph's **Privacy Notice**, along with the **Data Protection Policy**, can be viewed on the school website – https://st-josephs-chorley.secure-primarysite.net/gdpr/

All of the information we hold on individuals follows the six key principles:

1) Fair, lawful and transparent;
2) Collected for specified, explicit and legitimate purposes;
3) Adequate, relevant and limited to what is necessary;
4) Accurate, and where necessary, kept up to date;
5) Kept in a form which permits identification for no longer than is necessary;
6) Processed in a manner that ensures appropriate security.

Under the GDPR, the data protection principles set out the main responsibilities for organisations: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/

Information about your rights under GDPR can be found on the Information Commissioner's website https://ico.org.uk/

In light of our GDPR compliant policies, we have also reviewed and updated the way we gather consent for data to be shared where the regulations require. Please find attached an updated consent form for various aspects of data sharing. We ask for this to completed for each child and returned to school as soon as possible for processing. Should you have any questions about the details on these forms, please don't hesitate to contact school.

You should now be able to access all the information that you require about how the GDPR is implemented at St. Joseph's via the Data Protection Policy and Privacy Notices on our website. Should you have any further queries relating to how we process or share data, please don't hesitate to contact the school office to make an appointment.

Thank you for your continued support. Yours

sincerely,

Mrs K Cunliffe
Headteacher