



## **Monks Orchard Primary School**

### **GDPR (General Data Protection Regulation) Statement**

The new General Data Protection Regulation (GDPR) law will come into effect on 25<sup>th</sup> May 2018. The aim of this law is to ensure all personal data is protected and the organisations who work with such data are held accountable for its protection.

At Monks Orchard Primary School, we have always been committed to data privacy and protection. However, to ensure that we are operating at the highest standards, we have taken several additional steps for GDPR compliance. As an education provider, with data collection at the heart of many of our services, safeguarding personal data is of the utmost importance to us.

In order to become compliant, we are carrying out the following:

#### **Personal data review:**

- Review all existing data policies and procedures to make sure they comply with new legislation and uphold the highest standards of privacy and protection of personal rights.
- An audit of all data held and processed in school to confirm and record:
  - Nature and purpose of processing.
  - Categories of data subject.
  - Type of personal data held and processed.
- Identify the lawful basis for all our data processing.

#### **Transparency:**

- Re-written or privacy notices to align with GDPR guidelines.
- Review all our procedures to align with the individual's rights as specified under GDPR.
- Updated our subject access request procedure to manage requests for data.

#### **Processes, suppliers and employees of Monks Orchard Primary School**

- Reviewed our existing processes that cover data breach reporting and made necessary adjustments to accommodate GDPR rules.
- Implemented the necessary Data Protection Impact Assessments for projects that may involve high risk processing as covered under GDPR.
- Contacted existing suppliers to ensure all parties take account of their respective obligations under GDPR.
- Ensured that staff are aware of the new legislation to complement their existing training on Data Protection.