



General Data Protection Regulation (GDPR)

At Sussex Road School we have always taken the security of personal data seriously. We have been working towards the requirements of the new General Data Protection Regulation (GDPR) legislation for some time now. The regulations are designed to protect EU citizens from organisations using their data irresponsibly and put them in charge of what information is shared, where and how it's shared.

The GDPR is due to come into force on 25 May - and even though the UK is due to leave Europe in the next 12 months, it will still apply to all businesses handling EU residents' data, effectively replacing the Data Protection Act 1998.

We collect mandatory data to ensure we meet our legal obligations to Pupils, Parents, Staff and Governors. Where requested information is not mandatory we will always let you know and give you the opportunity to 'opt in' to providing the data or permission for us to use the data in a specific way. You may opt in or out at any point during your child's time with us.

Personal Data permissions you already been requested to opt in to:

- Use of your child's photograph both in School and on the School's website/ Twitter Feed.
- Permission for your child's photograph to be taken and processed by the Schools' approved photographer – Van Cols Ltd.
- Permission to email correspondence and information letters.
- Permission to send brief reminder and information text messages.

Your responsibilities:

- To ensure all data provided to the School is up to date and accurate. You may do this at any point by advising the School Office in writing. We will continue to carry out an annual audit of Data Collection Sheets at the beginning of each School Year.
- To ensure you have agreement of any emergency/third party contacts for us to hold their Personal Data with your child's record.
- To ensure that electronic contact details are specific to you and not accessible by a third party.

Opting In and Out:

Forms are available from the School Office if you wish to change your permissions at any time.

Please be aware of the implications of 'Opting Out'

- For environmental reasons the School will not return to providing paper copies of general letters, newsletters, term dates etc. Where families opt out of electronic communication they will need to check the School's website frequently to ensure they do not miss vital information.
- We are unable to operate a system where partial permission is given i.e. to publish pupil photographs on the School Website, but not on Twitter and in those circumstances we will not publish on either platform.

For more information please read the school's Privacy Notice and additional documentation available on the School's Website.