



ISSUE 4 - 05-2018

What is GDPR?

General Data Protection Regulation is the successor to the UK Data Protection Act and governs our responsibilities as an organisation and as employees, to look after the personal data of students, parents and staff.

Examples of personal data are name, address, telephone number, bank account number and less obvious things like SEN status and assessment and examination results.

The new regulation is stricter and, as it covers every aspect of how we handle personal data in both electronic and paper form, it will entail changes in your day-to-day working practice. This bulletin will inform you all of these changes as they are tackled.

Privacy notices

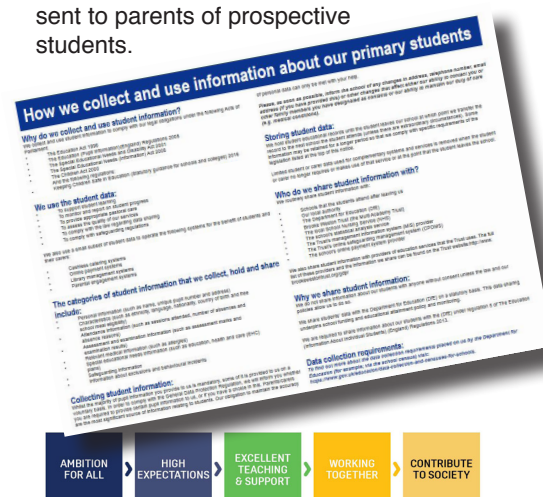
Privacy notices are a requirement of the new legislation and are intended to make anyone we collect personal data from aware of:

- The legal basis upon which we are collecting the information
- exactly what information we are collecting
- who we are going to share it with
- their rights under the law
- who to complain to if they have a concern

The Trust website now contains a GDPR section where these privacy notices are available
<https://www.brookewestontrust.org/gdpr>.

There are separate notices for parents/carers of primary school students and secondary school students and also a notice for staff.

We are required to provide these notices at the point of data collection so we will be supplying school administration teams with suitable formats for inclusion in staff application packs and in the materials sent to parents of prospective students.



Data protection officer appointment

The Trust has appointed an outside organisation, Data Protection Education to act as its Data Protection Officer (DPO).

The DPO is responsible for ensuring compliance with the Data Protection Legislation. The DPO is also the central point of contact for all data subjects (students, parents, staff)

and others in relation to matters of data protection and contact details are provided on the Trust's privacy notices.

Schools should contact James England (below) when they are alerted to a data breach or believe that one has occurred. For all other matters related to data protection contact the IT Director Matt Robbins

Our named contact is: James England - Telephone: 07803 900729
james.england@dataprotection.education

Standard File Naming Format

It is important that we can now locate all information we may hold about an individual (a data subject). To help with this we are adopting a standard naming format for digital files.

When an individual makes a request for the personal data we hold about them we are obliged to find every piece of that data, unless they are more specific. The time limit to respond to these requests is shorter than before, at one month (calendar, not working) and the quantity of data could be potentially large.

A new file naming format will assist us in tackling these requests. This format is to be used across the Trust whenever a file is created that refers to an **individual** and applies to **any** new file created from the date of this bulletin.

The Data Subject ID should be the roll/admission number or identifier that is used on the school Management Information System (MIS). Please adopt this file naming format (below) as standard practice.

The file-naming format is as follows:

<AUTHOR><DATA SUBJECTID><CONTENT DESCRIPTOR><DDMMYYYY>
e.g. MRO-29131-Letter to Parents-05042018

Procurement and Personal Data

When planning the purchase of any system or software package that will require the processing (sharing, storage etc) of staff or student personal data, please contact the Central Team for assistance in conducting a Data Protection Impact Assessment and guidance on appropriate questions and evaluation methods to establish the legal compliance of the intended purchase.