



Dear Parent/Carer,

As you may be aware there are some significant changes to Data Protection legislation being introduced this month that will apply to all organisations that process personal data, including schools.

As we are required to store and process personal data and sensitive information about yourself and your child we felt it was important to keep you informed of the steps taken by the trust and our schools to ensure that we are compliant with these new regulations. The trust is fully committed to ensuring that all personal and sensitive data is processed in a fair, legal, safe and secure way.

The new regulations, known as the GDPR (General Data Protection Regulations), come into force on the 25th May 2018. The GDPR is an EU wide legislation and will be regulated in the UK by the Information Commissioners Office (ICO) and more information about this topic can be found on their website www.ico.org.uk.

So far the trust has undertaken the work detailed below:

- Appointed a Trust Data Protection Officer and each individual school has assigned a Data Protection Champion.
- Ensured that the trust has an accurate registration with the ICO.
- Conducted internal data mapping audits designed to give a full understanding of where data flows within our organisation and to identify and address potential risks.
- Conducted trust wide staff training on these new regulations.
- Produced new Privacy notices for pupils and parents/carers which will be available soon on the school websites.
- Distributed new consent forms to gather fresh consent from parent/carers or pupils for the use of images and biometric information (where appropriate).
- Updated our pupil data collection forms used during the admission process.
- Updated new Data Protection and Retention and Destruction Policies which come into force on 25th May
- Established effective procedures for investigating and reporting on data breaches.
- Introduced Data Protection Impact Assessment to ensure that data protection is considered at the start of any new projects or procedures.
- Introduced new technical measures and guidance around the use of portable USB devices/hard drives, use of personal devices for work documents and travelling with laptops and/or paper files.
- Working to improve existing systems designed to enable parents/carers and pupils to check and amend the data that we hold.

We will regularly monitor compliance and will respond to any issues or concerns as they are identified either internally or externally to ensure that we remain compliant at all times.

If you have any concerns or questions about anything detailed here please contact the school or the Trust DPO at DPO@novaeducationtrust.net.

Regards

Steve Scott
Data Protection Officer