

# Managing Your Child's Personal Data At School

## Information Updates For Parents About Your Rights and Our Responsibilities

When your child joined our school, you were given some information that told you what we did with your child's (and yours) personal data whilst they were at this school - and what we did with it when they left.

Since then, and now having left the European Union, we have seen the introduction of the UK GDPR (in January 2021). Whilst this did not bring about many changes, there were a few. However, rather than provide you with a copy of everything all over again we have produced this short update for you highlighting the main changes.

You can still find information about the full details (and any changes, updates and additions) on our website : [www.theharmonytrust.org](http://www.theharmonytrust.org)

You can also download a variety of factsheets which are relevant to our management of personal data.

The UK GDPR states that the management of personal data should be undertaken with seven key principles in mind. These are :

### Lawfulness, Fairness And Transparency :

... meaning that we must always comply with the law, treat the personal data of pupils with fairness and be transparent about what we do with it

### Purpose Limitation :

... only use the data for the purposes we have told you about

### Data Minimisation :

... only process data that we actually have a need for

### Accuracy :

... make sure that all our data is accurate

### Storage Limitation :

... only keep the data for as long as we need it and then securely destroy it

### Integrity and Confidentiality :

... basically, keeping data safe and secure

### Accountability :

... be accountable for what we do with

The UK GDPR also states that alongside the seven principles, you have **8 key rights** in relation to our management of any data we hold. These rights are :

- the right to be **informed** about what we do with your data
  - the right of **access** to your data
  - the right to request that **inaccurate data is corrected**
  - the right to **restrict** processing
  - the right to data **portability**
  - the right to **object**
  - rights in relation to automated **decision making and profiling**
  - the right to request the **erasure** of data
- ... and if there is any infringement of these rights, you have the **right to complain** and receive compensation

As a Trust we require some essential data about your children. This 'data' can be as simple and as routine as your address, a contact phone number or any medical conditions your child may have. Such information is not only legally required by the school, but also ensures that children and their families are well served by the school for routine matters.

In most cases, this data will be provided by you in written form but will then be 'processed' and entered onto the school's information management system (computer system).

Be assured that our systems continue to be :

- **password protected or encrypted**
- **restricted to those with a 'need to know'**
- **regularly backed up externally**
- **managed in accordance with the law and local guidance**



## And Finally ...

However, as a school we handle and use a much wider variety of data which may include our CCTV recordings, test data, referrals to social care and much more. We will always endeavour to tell you what we are doing with your data. However, on occasion we may be required to pass on data to other people / agencies. The circumstances in which we would likely do so, would include :

- at the request of a court of law
- where we believe your child is at risk of harm
- we are legally required to do so
- at the request of police services in relation to a crime

We will always TRY to notify you that we have passed on data to somebody else. *However, it is possible that on occasion time-scales may limit our ability to do this.*

The information we originally sent you told you what we do with all the personal data we process or control. We have now updated this information - copies of the relevant information can be found on our website.

In addition to the previous information, the UK GDPR also requires us to state on which lawful basis we process any data. There are six possible bases for processing any data. These are:

### Consent :

... where specific permission is given

### Contract :

... where information is exchanged as part of a contractual agreement

### Legal Obligation :

... because the law says we must

### Vital Interest :

... where data is shared to protect someone's life

### Public Task :

... in the public interest with a clear basis in law

### Legitimate Interests :

... where there is a legitimate reason for sharing data, but not necessarily legally required

We have now updated all our data management information to include the legal basis upon which we process all personal data. This updated information is available on our website.

### Updates and Changes ...

All our information will be reviewed on a bi-annual basis.

Until then, all changes, amendments or updates will be published on the Trust website : [www.theharmonytrust.org](http://www.theharmonytrust.org)

### Subject Access Requests ...

If you wish to request access to any records we may hold, you should in the first instance contact your child's school. They will put in place the legal process for this to happen. A series of Frequently Asked Questions related to this is available on the website or upon request from the school.

### Amendments ...

If you believe that the data we hold is inaccurate and needs amending then please request any changes in writing. This should be addressed to the school in the first instance.

### Complaints ...

If you have any complaints or concerns related to how we manage your child's data, in the first instance you should (a) contact the school or (b) contact our Data Protection Officer. You also have a legal right to contact the Information Commissioner.

### The Information Commissioner

Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF.

Or via their website : [www.ico.org.uk](http://www.ico.org.uk)

### Data Protection Officer (The Harmony Trust)

Colin Bellis  
Illuminate Education Services UK Ltd  
E : [CBellis01@theharmonytrust.org](mailto:CBellis01@theharmonytrust.org)  
T : 0845 8621967

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