

Amberley Primary School

GDPR statement to governors for

Work carried out to date is in line Regulations and Data Protection Act for schools to comply with GDPR in are adhered to.



the academic year 2023-2024

with the General Data Protection 2018, ensuring that the requirements relation to Information Management

Summary

We continue to take appropriate steps to ensure that good practice and policies are implemented into Amberley Primary School to help in working towards GDPR compliance.

We have focused to date on the following key objectives:

- Staff training;
- Ensuring policies and guidance is up to date and in place;
- Mapping of flows of data into and out of schools.

Support arrangements in place

- Data Protection Team (NTC) working alongside the Head Teacher and Data Protection Lead in school

Key activities undertaken

- Registration with the ICO as Data Controller.
- Consent forms have been revised in line with GDPR principles, and consent for photographs is requested annually. These have been checked by the NTC Data Protection Team.
- GDPR Training pack distributed and training delivered to all staff. These have been checked by the NTC Data Protection Team.
- Privacy policies provided to all pupils, staff and governors. These have been checked by the NTC Data Protection Team.

Inline with the GDPR principles schools had to ensure that the following documents where published:

- Data Protection Policy (Sept 2022 – this is due to reviewed in September 2024)
- Privacy Notice Workforce (Sept 2023)
- Privacy Notice Pupils (Sept 2023)
- Privacy Notice Governors (Sept 2023)

All privacy notices will be re-issued to parents/carers, pupils, staff and governors in September 2024.

As a school we will have implemented the following policies:

- GDPR Data Protection Policy (Sept 2022 – this is due to reviewed in September 2024)
- GDPR Compliant Records Management Policy (Sept 2022 – this is due to reviewed in September 2024)
- E-Security Policy (Sept 2023)

- Acceptable Use Policy (Sept 2023)
- Freedom of Information Policy (Sept 2023)
- Acceptable use Policy Staff & Volunteers (Sept 2023 issued)
- Acceptable use Policy Pupils (Sept 2023 issued)
- Acceptable use Policy Parents (Sept 2023 issued)

All acceptable use policies will be re-issued to parents/carers and pupils in September 2024. All policies will be reviewed and updated in September 2024.

Management of information risks

GDPR has brought with it a heightened awareness of information incidents. All staff have been made aware of the process if a Data Incident occurs and who they should report it to, so that appropriate action can be carried out. A log is kept by the Data Protection Lead of all breaches.

Conclusion and recommendations

The Data Protection Lead and Head Teacher working alongside the NTC Data Protection Team confirm that Amberley Primary School is fully compliant in following procedures and policies in place and are adhering to Information Governance Principles.

It is essential that Amberley Primary School review consent forms particularly for photographs annually.

The Data Mapping Audit should also be reviewed, and documentation destroyed in line with retention guidelines.