

GDPR – General Data Protection Regulations: with effect from 25th May 2018

What Data Do We Process?	Why Do We Process It / How is it used (<i>Legal Basis</i>)?	Where Is it Stored?	Sharing Information <i>In line with our Information Sharing Policy ('need to know')</i>			How do we protect the data we hold?
			Who do we Share With	What do we share?	How do we share it?	
<p>Children and Families N: Names A: Addresses C: Contact details D: Date of birth P: Photos V: Videos M: Medical Information Ac: Academic Information At: Attendance Information SEN: SEND Information S: Safeguarding Information H: H&S Information (including bumps)</p> <p>Workforce (Governors & staff) WN: Name WA: Address WC: Contact Details</p>	<p>'Legal Basis' – GDPR stipulates we can only process information in the following circumstances:</p> <p>A. Consent has been obtained B. It is necessary for the performance of a contract C. In compliance with a legal obligation. D. To protect vital interests. E. To carry out tasks in the public interest. F. For the purposes of legitimate interests.</p> <p>We will process information, therefore, for the following reasons:</p> <ul style="list-style-type: none"> We have a legal obligation to process certain information (eg with LA or DfE). Purpose of planning and delivering learning. To safeguard children's welfare. For historical record/archives. Celebration & display. Marketing and Advertising. 	<p>Filing cabinets. Servers (internal) Servers (external) Teacher laptops Teacher USB drives</p>	<p><u>Within the Organisation:</u></p> <ol style="list-style-type: none"> Employees Temporary staff (supply teachers, sport coaches, visiting speakers, peri's) Parents Governors Pupils <p><u>External to the Organisation:</u></p> <ol style="list-style-type: none"> DfE LCC School Money Other schools (transfer) WLSP Online subscriptions: <ul style="list-style-type: none"> Mathletics Purple Mash IDL Cloud Nessy SIMS/Capita Health Services 	<p><i>On a need to know basis!</i> (abbreviations ... see column 1)</p> <ol style="list-style-type: none"> All N, M, Ac, SEN N, P WN, WC - All All N, D N, C All N, P <ul style="list-style-type: none"> N N, D N N, D N, A, C N, D N, C - 	<p>E: electronically S: automatically from Sims P: paper</p> <ol style="list-style-type: none"> E/P P P - - E E S E, S, P E, P <ul style="list-style-type: none"> E E E E P P 	<p>Encrypted USB drives/ Office 365 for all staff.</p> <p>Reputable companies – DPO to keep records, where appropriate, of Terms & Conditions / Policy on Data Processing (i.e. how it's stored and who has access to it).</p> <p>LCC Secure Email System for sensitive information.</p> <p>Robust Information Sharing policy and systems, understood by all staff.</p> <p>Culture of professionalism and understanding amongst staff that information should only be shared if there is a demonstrable need.</p>

Retention of Records: All records will be retained indefinitely, but at least for the minimum periods stipulated in adopted LCC Policies, and/or in line with guidance for schools set out by the Information & Records Management Society

Definitions:

<p>"data controller" means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed</p>	<p>"data processor", in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.</p>	<p>"processing", in relation to information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including—</p> <ol style="list-style-type: none"> organisation, adaptation or alteration of the information or data, retrieval, consultation or use of the information or data, disclosure of the information or data by transmission, dissemination or otherwise making available, or erasure or destruction of the information or data
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