



## **GDPR Statement**

Wheatfen Forest School General Data Protection Regulation Policy Statement

GDPR stands for General Data Protection Regulation and it came into effect in 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Wheatfen Forest School is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors, and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

### **GDPR Includes 7 Rights for Individuals**

#### **1) The Right to be Informed**

Wheatfen Forest School collects and manage certain data. We need to know parent's names, addresses, telephone numbers and email addresses. We need to know children's' full names, addresses, date of birth.

We are required to collect certain details of visitors to our Forest School. We need to know visits names and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Wheatfen Forest School is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK.

#### **2) The Right of Access**

Wheatfen Forest School is located at Wheatfen Broad, The Covey, Surlingham, Norfolk, NR14 7AL.

At any point an individual can make a request relating to their data and Wheatfen Forest School will need to provide a response (within 1 month). Wheatfen Forest School can refuse a request. We have a lawful obligation to retain data. The individual will have the right to complain to the ICO if they are not happy with the decision.

#### **3) The Right to Erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Wheatfen Forest School has a duty to keep children's and parents details for a reasonable time\*, Wheatfen Forest School retain these records, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 3 years after the member of leaves employment, before they can be erased.

#### **4) The Right to Restrict Processing**

Parents, visitors and staff can object to Wheatfen Forest School processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

#### **5) The Right to Data Portability**



Wheatfen Forest School requires data to be transferred from one IT system to another; such as from Wheatfen Forest School to the Local Authority. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

#### **6) The Right to Object**

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

#### **7) The Right not to be subject to Automated Decision-Making Including Profiling.**

Automated decisions and profiling are used for marketing based organisations. Wheatfen Forest School does not use personal data for such purposes.

### **Storage and Use of Personal Information**

All paper copies of children's and staff records are kept in a locked office in Wheatfen Forest School.

Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Wheatfen Forest School collects personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked office. These records are shredded after the relevant retention period.

Upon a child leaving Wheatfen Forest School or moving settings, data held on the child may be shared with the receiving school. Such information will be sent via a secure file transfer system. Wheatfen Forest School stores personal data held visually in photographs or video clips.

No names are stored with images in photo albums, displays, on the website or on Wheatfen Forest School social media sites.

Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet. GDPR means that Wheatfen Forest School must;

- \* Manage and process personal data properly
- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them.