

General Data Protection Regulation GDPR

Dear Parents and Carers

You will no doubt have heard of the new data legislation, called GDPR (the General Data Protection Regulation), which comes into force today, Friday 25 May 2018. We would like to explain to you how Courthouse Green School is responding to this new regulation. This letter is for information only and there is no action required of you in response to this.

Under GDPR, all data controllers, including Courthouse Green School, must have a Lawful Basis for processing Personal Data. The six bases are: Consent, Contractual, Legal Obligation, Vital Interests, Public Tasks and Legitimate Interests. It is the responsibility of an individual organisation to decide under which bases to process data.

Having undertaken a thorough review of the data we hold and the way in which we process it, we believe that most of the data held relating to our school community can be lawfully processed under three bases, namely Legal Obligation, Public Task and Contractual. For data protection purposes we consider our school community to include: prospective, current and former pupils, prospective, current and former parents, prospective, current and former staff of the school.

There will be data that we hold for which we will require your consent. We have always asked for your consent to take and publish photographs of children and the existing consent forms already signed by you will remain in place until the end of this school year. In September 2018, we will issue new consent forms, covering all aspects of GDPR.

Please be assured that we will treat your data with the utmost integrity, respect and confidentiality. Your personal data will be stored and used in accordance with our updated Privacy Notices, which reflect the new regulation. Please ensure that you familiarise yourself with these by going onto our website www.courthousegreen.org. Where we process children's data we take extra care to ensure we protect their interests.

We are happy to discuss this information with you further should you wish to do so and will be sending you further information as the need arises.

Yours sincerely

Sarah Malam
Headteacher





Soaring to success

736 Sewall Highway, Coventry, CV6 7JJ

T 02476 688 022

F 02476 688 542

admin@courthousegreen.coventry.sch.uk

www.courthousegreen.org

