



## Stoke Hill Federation GDPR Statement May 2018

GDPR is new legislation covering the use of personal data and becomes law on the 25th May 2018. GDPR requires anyone who uses personal data to adhere to a number of principles that help maintain security of personal data and ensure greater visibility and control.

More information on GDPR is available from the information commissioner's office by [clicking here](#).

Stoke Hill Federation have been working to ensure that the way we handle and process your data is compliant in advance of the deadline.

### Our Responsibilities

GDPR requires us to adhere to a number of key principles with regards to your data and you can be assured that we take these responsibilities extremely seriously.

As part of our commitment to GDPR we make the following promises:

- We will only retain data for as long as we have a processing agreement with the controller or need to do so with the data subject
- All sensitive data used in our systems is encrypted
- We train our staff in the proper handling of personal data and maintaining confidentiality at all times
- We will review and update our internal processes and safeguards around data handling
- We will work where necessary to support the Data Controller in supporting the rights of the data subject We will only manage data where we have an explicit agreement with the data controller

### To support our GDPR responsibilities and promises we have completed the following actions:

- Created a data map, which will be shared on our website
- Updated our systems to ensure all data is held securely
- Audited the data we hold, and risk assessed where and how it is held
- Trained all our staff on their legal responsibilities and duties – this is ongoing
- Contacted our service providers (for example Mathletics, Accelerated Reader, TT RockStars, Education City, ParentMail) to ensure they are GDPR compliant
- Reviewed and updated our data retention policy
- Provided tools to assist the Data Controller in fulfilling their obligations to the Data subjects
- Ensure that data we import or create is covered by demonstrable/documented evidence of consent from the data subject (Parent/Staff member etc.) for their data to be shared with a processor
- Act swiftly to remove any data from where consent has been withdrawn
- Update school MIS systems promptly and remove pupil and parent details from processing systems as soon as child leaves school

