

Friday 11th May 2018

General Data Protection Regulations (GDPR)

Dear Parents and Carers,

On 25 May 2018 the data protection law is changing. The new General Data Protection Regulation (GDPR) gives you new and enhanced rights in relation to the data organisations hold about you. We have updated our privacy notices in accordance with this new regulation, which are available online: <https://www.cabotlearningfederation.net/privacy>.

At Begbrook Primary Academy we have been working alongside a central CLF team to prepare for these changes. It is our duty to inform you of how we store and process personal data relating to your child. This is explained in detail below;

Personal data is held by the academy (and where applicable by the multi-academy trust, Cabot Learning Federation) about students. This includes, but is not limited to: information passed on to us from a previous school or academy; information collected from parents/carers when a student starts at the academy; SEND information; medical information; and information about the student's attendance and progress whilst at school.

The academy has some statutory duties to pass on some of this data to the Department for Education, Ofsted, the Local Authority, the local healthcare trust, examination boards and other educational providers used by the federation. The academy maintains a full list of all organisations it shares data with.

The academy uses CCTV surveillance and student images are stored for a temporary period in line with the Cabot Learning Federation's CCTV policy and the Records Retention policy which can be found on the website: <http://www.cabotlearningfederation.net>

There are some activities that are essential to the running of the academy that require the processing of student data. The academy will use student data in its own software packages and those used for specific functions, certain curriculum activities and / or homework. These include CPOMS, Office 365, PiXL and SIMS. The academy will be able to provide a list of such software providers on request.

"Key Information" summary notes are attached, which details how and why we collect data about you and your child and what we do with it.

In order for us to comply with the new regulations, we require consent from parents and carers. Please click [here](#) to give your consent.

Jen Shaw
Assistant Principal