

24 May 2018

GDPR Read School

Dear Parents,

As you are probably aware, the law around data protection changes on the 25th May 2018.

We would like to remind you of the data we hold about you and your child and the protocols we follow concerning this data.

Data we hold about you

- Your name and address
- Your phone number
- Your email address
- Your occupation

Data we hold about your child

- Name
- Date of Birth
- Nationality
- Religious denomination
- Ethnicity
- Medical information
- Information relating to Special Educational Needs
- Name and address of previous school
- Academic ability scores

This data is held in both electronic and paper formats.

We use this data to make sure we have all we require to educate and keep your child safe.

We ensure the safety of this data by taking the following precautions.

- Data is restricted to those staff who have direct contact with your child.
- Staff with access to this data are required to use the highest level of security that our Management Information System allows.
- We only share data with Medical professionals, educational establishments or services, if requested via Matron or the Director of Inclusive Learning.

Once your child has left the school, this data is retained, but access is limited to administration staff only.

We keep this data for the following reasons:

- For use as a basis for references, either for employment or further education.
- Communication with the pupil's current educational establishment with regard to SEN or other educational/medical needs.
- As a register of Alumni.

A full version of the School's Privacy Policy is available on the School's Web Site (www.readschool.co.uk).