



## The Topsham School

Version	
Owner	
Adopted	
Last Reviewed	
Review Cycle	years
Next Review	UNDER REVIEW SUMMER 2020

GDPR is new legislation covering the use of personal data. 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. As a school we hold personal data on pupils, parents and staff.

The Topsham School have been working towards ensuring that the way we handle and process your data is compliant with new requirements and have taken a number of steps in this area.

### 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:

- Updated our systems to ensure all data is held securely
- Trained all our staff on their legal responsibilities and duties – this is ongoing
- Contacted our service providers (for example Accelerated Reader, School Comms) to ensure they are GDPR compliant
- Act swiftly to remove any data from where consent has been withdrawn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
- Updated our Privacy notices which can also be found on the school's website.
- In the process of reviewing our data protection policies.

- Updated our consent forms.

Should you have any questions or concerns about how we handle your data or to make a complaint please contact our Data Protection Officer;

Jayne Edwards  
The Topsham School  
Email: [admin:topsham.devon.sch.uk](mailto:admin:topsham.devon.sch.uk)

UNDER REVIEW