



# LYMINSTER PRIMARY SCHOOL

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Dear Parents

Re; General Data Protection Regulations (GDPR)

This letter is about changes to the laws regarding the way we handle your data, which will be in force from May 25<sup>th</sup> 2018. There are to be 8 data protection principles, these are;

1. Personal Information must be fairly and lawfully processed.
2. Personal information must be processed for limited purposes.
3. Personal information must be adequate, relevant and not excessive
4. Personal information must be accurate and up to date
5. Personal information must not be kept longer than necessary
6. Personal information must be processed in line with the data subjects' rights
7. Personal information must be secure
8. Personal information must not be transferred to other countries without adequate protection.

The regulations also include these rights;

- Right to be informed – to know what is the data used for, how long, by whom etc
- Right of access - to be able to see and know the data being held
- Right to rectification - to fix any errors
- Right to Erasure -to choose to have the data erased
- Right to Restrict Processing – to stop the data being used for certain purposes
- Right to object – to complain about what someone has done or will do with the data

You will be pleased to know that we do most of this already, and the biggest change for most schools is actually demonstrating compliance. We now have a Data Protection Officer (Mrs Kim Jones) who is responsible for ensuring compliance with the new regulations and reporting any data breaches to the Information Commissioners Office (ICO).

As a result of these changes we will be updating policies and procedures and you will be able to find these on the school website from May 25<sup>th</sup> 2018. We will also need Parents/Carers to complete a new Image Consent form (attached) and return this to the school as soon as possible.

There is a good video which will explain the GDPR in more detail, this can be accessed here; [GDPR for Parents](#)

If you require any more information please call us or visit the Information Commissioners Office (ICO) website.

Kind regards

Kim Jones  
School Business Manager

