



Designed by Lois Whitfield, Hollie Purser and Tiffany Goulder - 2007

Brinsworth Lane Brinsworth Rotherham S60 5BX

TEL: 01709 828187 FAX: 01709 838475

Headteacher: Mrs Lynne Deakin B.Ed. Dip.Ed.

Website: www.brinsworthmanorinfants.co.uk

e-mail: brinsworthmanorinfants@rotherham.school

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Dear Parents/Carers,

I'm sure you are aware that the rules around Data Protection are changing, not just with regard to schools, but every business, shop, office, hospital, etc, which has employees and clients. I have been bombarded over the last couple of weeks with messages from every company that I deal with, telling me how they are keeping my data safe, and I'm sure you have had exactly the same. When we have done an audit in school of what data we hold, we have found that, as with all schools, we hold a lot of data about your child/ren, such as their full name, date of birth, address, medical issues, GP, religion, etc (through the Admission Forms that you fill in when your child starts school). In addition, a lot of their details are on class lists, SEND forms/ data, birthday displays, registers, medication forms, and so on. You can see that we have a lot of information, all of which is necessary for us to function efficiently as a school. Obviously we also have a lot of data about you as parents, also from the Admission Forms and from holiday forms, referral forms, etc. We are putting several measures in place in school over the next few weeks, to make sure that personal/private data about your child and you is kept secure in school where it cannot be accessed by unauthorised persons. You will receive a full list of these measures in due course, but as an example, admission forms will now be kept in a locked filing cabinet, class lists will be locked away at the end of each day, any displayed data/lists etc, will never have your child's full name PLUS their date of birth. The one exception will be if a child has a health care plan, with a potentially life-threatening illness or condition – their full details will be displayed for staff in the case of a medical emergency, as nobody wants to be rooting around trying to unlock drawers or cupboard for the vital information needed to give to the emergency services.

In addition to explaining all of the data protection measures we will be taking, we will also be issuing a **Privacy Notice**, which will explain more about what data we hold, why we need it, how we collect it and how we store it.

Yours

Lynne Deakin
Headteacher