



May 2018

Dear Parent/Carer

As you may be aware there are some significant changes to Data Protection legislation being introduced this month that will apply to all organisations that process personal data, including schools.

As we are required to store and process personal data and sensitive information about yourself and your child we felt it was important to keep you informed of the steps taken by the trust and our schools to ensure that we are compliant with these new regulations. The trust is fully committed to ensuring that all personal and sensitive data is processed in a fair, legal, safe and secure way.

The new regulations, known as the GDPR (General Data Protection Regulations), come into force on the 25<sup>th</sup> May 2018. The GDPR is an EU wide legislation and will be regulated in the UK by the Information Commissioners Office (ICO) and more information about this topic can be found on their website [www.ico.org.uk](http://www.ico.org.uk).

So far the trust has undertaken the work detailed below:

- Appointed a Trust Data Protection Officer and each individual school has assigned a Data Protection Champion.
- Ensured that the trust has an accurate registration with the ICO.
- Conducted internal data mapping audits designed to give a full understanding of where data flows within our organisation and to identify and address potential risks.
- Conducted trust wide staff training on these new regulations.
- Produced new Privacy notices for pupils and parents/carers which will be available soon on the school websites.
- Updated our pupil data collection forms used during the admission process.
- Updated new Data Protection and Retention and Destruction Policies which come into force on 25<sup>th</sup> May
- Established effective procedures for investigating and reporting on data breaches.
- Introduced Data Protection Impact Assessment to ensure that data protection is considered at the start of any new projects or procedures.
- Introduced new technical measures and guidance around the use of portable USB devices/hard drives, use of personal devices for work documents and travelling with laptops and/or paper files.
- Working to improve existing systems designed to enable parents/carers and pupils to check and amend the data that we hold.

We are also distributing new consent forms along with this letter to gather fresh consent from parent/carers or pupils for the use of images and biometric information (where appropriate). We would appreciate you completing and returning this to reception by **18/5/2018**.

Newark Academy | London Road, New Balderton, Newark, Nottingham NG24 3AL  
Telephone: 01636 615000 | Email: [office@newarkacademy.co.uk](mailto:office@newarkacademy.co.uk) | Website: [www.newarkacademy.co.uk](http://www.newarkacademy.co.uk)

Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: **Andrew Seymour** BA (Hons), PGCE, NPQH

We will regularly monitor compliance and will respond to any issues or concerns as they are identified either internally or externally to ensure that we remain compliant at all times.

If you have any concerns or questions about anything detailed here please contact the school or the Trust DPO at [DPO@novaeducationtrust.net](mailto:DPO@novaeducationtrust.net).

Regards

A handwritten signature in black ink, appearing to read 'S. Brown'.

Steve Brown  
Associate School Leader and Data Protection Champion



## Student Consent Form

Student Surname \_\_\_\_\_ Student Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_ Tutor set \_\_\_\_\_

### **Image Rights**

Please see the Privacy notice on the school website for more information regarding school photographs.

The School may take photos and/or videos of students during normal school activities (i.e. class work, trips etc.) for use in displays for public areas of the school (i.e. reception) and in school newsletters distributed directly to named contacts. Occasionally these displays may include the name of the student.

#### ***I give consent for the following to be used for these purposes***

Images and Name  Image only  Name Only  No consent

The School may take photos and/or videos of students during normal school activities (i.e. class work, trips etc.) for use in publicly accessible media (i.e. newsletters on school websites, social media, television news articles, local press stories etc.)

#### ***I give consent for the following to be used for these purposes***

Images and Name  Image only  Name Only  No consent

Consent for use of any images in promotional campaigns (i.e. on the main pages of school websites, School prospectus etc.) or public events (i.e. awards evenings) will be sort prior to any images being used.

### **Leaving School Site [Primary only?]**

I give consent for my child to be taken offsite, under supervision, during the course of the school day.

Additional consent will be sought for school trips.

Yes  No

### **Biometrics**

The current Data Protection legislation requires that we obtain explicit consent to use your child's biometric (fingerprint) data in school. If you have any questions or queries please do not hesitate to contact the school.

There are several forms of characteristics that can be used to identify a student but the biometric data we use is the fingerprint.

*What will we use the information for?*

Biometric information will only be used to identify the student when purchasing food at school. It enables us to provide a faster service than additional cash tills and the technology works in the following way;

- The technology uses biometric fingerprint recognition and no image of a fingerprint is ever stored
- The reader creates a mathematical template that is a fully secure identifying information system, just like any other identity number.
- The data is ID encrypted for further security and cannot be used in any other data base
- It is not possible to recreate an image of the original scan for the data that is stored
- Once a student leaves the school their record is deleted from the database

It is possible to purchase food from the school without giving your fingerprint information. Should you feel you do not wish for your child to be registered on the fingerprint system please indicate below and your child shall be issued with a PIN instead.

**I give consent for the taking and use of my child's fingerprint information**

Yes  No

### **Internet Use**

**I give consent for my child to use the internet as part of their learning.**

Yes  No

Signature: (parent/carer) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_