



07/07/2023

Dear Parents and Carers,

General Data Protection Regulation (GDPR)

The GDPR is new legislation regarding the maintenance and protection of your personal data by those who have a lawful basis to process it. St John of Jerusalem COE Primary School's lawful basis is 'Public Task' as the processing is necessary for our official functions. For the processing of additional data, we will always ask your consent, e.g. photography consent, trip consent etc.

The new regulation means that you have greater control of the data we hold. For example, you have the right for data to be rectified and you also have the right to request what information we hold about you. More information can be found in the Privacy Notice for Parents/Carers (see access below).

The school has audited the data which is held about pupils, parents, staff, governors and third parties. By doing this we can see what data we have, who it can be shared with, who has access to it, the security in place and when and how the data can be securely destroyed. Before working with any new system or supplier, the school will complete a Data Impact Assessment to see whether the processing of the data is necessary, whether additional consent is required and to ensure it is held securely.

To ensure accountability and transparency, the GDPR requires organisations to appoint a Data Protection Officer (DPO). The DPO must be someone who does not control or process data within our school. The Governing Body has therefore appointed Grow Education Partners to provide this important service. Our Data Protection Officer is Hassan Muzammal, and his contact details can be found below.

The protection of all our data is taken very seriously and as such the school limits the data that is available to individual staff based on their role. Any breach of data protection will be fully investigated, and the Information Commissioners Office will be informed as per GDPR guidelines.

The school's new Data Protection Policy and Privacy Notices (formerly known as Fair Processing Notice) are now available for you to view and download from the Data Protection folder in the Parental Information section of the school website. Further information regarding updates to our data protection procedures and our compliance with the GDPR will be uploaded here.

If you have any questions or concerns regarding data protection, please contact our Data Protection Officer, Hassan Muzammal on 020 7932 1161 or email Hassan.Muzammal@london.anglican.org

Yours sincerely,

Asarena Simon

Head Teacher