



WESTHOLME SENIOR SCHOOL

LMH/VJD/PN

April 2018

Dear Parents

As you are most probably aware on 25th May 2018 new legislation is coming into force that changes the way all organisations within the EU can store and process data. This new legislation called the General Data Protection Regulation or GDPR is set to replace the Data Protection Act, which has now been in force for over 20 years.

Westholme School has always taken its legal obligations regarding data security very seriously and we have a dedicated and trained cross functional team in place to support the school community in its obligations.

What is GDPR?

The General Data Protection Regulation (GDPR) is a regulation by which the European Parliament intends to strengthen data protection laws for all individuals within the European Union (EU), and will apply to all organisations that hold and process data on EU citizens. In order to comply with GDPR, organisations must process and obtain data fairly including informing individuals of what data they hold, how the data is used and what their legal case for processing the data is.

Our obligations

As a school we understand the sensitive and personal nature of the data we hold on our staff, pupils and parents. Therefore, as is currently the case under the Data Protection Act, Westholme will continue to ensure the data we hold is secure, accurate and used appropriately.

The data we hold and what it is used for

As a school, it is necessary for us to store the personal and contact details of all our current staff, pupils, parents and emergency contacts. This data is required for Westholme to fulfil its contractual, legal and child protection obligations.

We would like to stress that this information is and will only be used for purposes that are essential to the function and running of the school.

While Westholme School would never pass on information to outside organisations, it is important to understand that Westholme may be required by law to pass on details to 3rd parties for reasons including child protection, examination entry or regulatory inspections.

The full detail of how the school will operate with the information across all its stakeholders is attached in the privacy notice.



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Westholme sees GDPR as an opportunity to confirm and strengthen our commitment to data protection. In addition to the resources allocated we have also made significant investment in technical enhancements to make our systems even more resilient to attack and unauthorised access. Data security is an area that Westholme School has always viewed as an area of importance and understands the need for continuous development. To that end we will continue to invest in our IT systems in the weeks, months and years ahead to ensure we operate and process your data in a resilient and secure manner.

If you have any questions or concerns regarding the new regulations, please contact Jo-Ann Tierney who will be acting as our PCO (Privacy and Compliance Officer) by emailing pco@westholmeschool.com.

Parents wishing to find out more about GDPR are advised to visit the Information Commissioner's Office website (<https://ico.org.uk/>).

Kind regards

Mrs L M Horner
Principal