

## **GDPR Readiness Statement**

### **Sacred Heart RC Primary School**

Your data is important to us. At Sacred Heart Roman Catholic Primary School, we have always demonstrated our commitment to data privacy and protection by complying fully with the Data Protection Act 1998. We already have strong Data Processing Agreements with our partners, suppliers and the school community and we have begun revising them to meet the requirements of the GDPR.

In the few months leading up to the enactment of the new Regulation, we have been working closely with data security experts to ensure that we continue to achieve the highest standards of compliance.

We would like to take this opportunity to reassure our clients, suppliers and the wider school community that your data continues to be safeguarded and processed in a secure environment in compliance with national and EU legislation.

Our preparations for GDPR compliance include the development and implementation of new data protection roles, policies, procedures, controls and measures to ensure maximum and ongoing compliance. Examples of these include:

Information Audit – We have carried out a thorough data audit to identify and assess what personal information we hold, where it comes from, how and why it is processed and if and to whom it is disclosed.

Policies & Procedures – We are currently revising our Data Protection Policy, Data Retention Policy, Breach Notification and Access Request Procedures, and website Privacy Notice.

Obtaining Consent - we are revising our consent mechanisms for obtaining personal data, ensuring that individuals understand what they are providing, why and how we use it and giving clear, defined ways to consent to us processing their information. We are developing stringent processes for recording consent, making sure that we can evidence an affirmative opt-in, along with time and date records; and an easy to see and access way to withdraw consent at any time.

Processor Agreements – where we use any third parties to process personal information on our behalf (i.e. Payroll, Recruitment, Hosting etc), we are revisiting our contracts/SLA's to ensure that they (*as well as we*), meet and understand their/our GDPR obligations. These measures include the technical and organisational measures in place and compliance with the GDPR.

Sacred Heart takes the privacy and security of individuals and their personal information very seriously and we take every reasonable measure and precaution to protect and secure the personal data that we process. Together with our I.T. partners we have developed robust information security practices to protect personal information from unauthorised access, alteration, disclosure or destruction. Our security measures include:

access controls,  
password policy,  
cloud storage,  
encryptions,  
Needs based access to networks and databases containing personal data

In order to continue delivering on our data protection commitments we have designated **Ms Karen Binns** as our Data Protection Officer (DPO) to develop and implement our roadmap for complying with the GDPR. Karen is responsible for promoting awareness of the GDPR throughout the school, implementing our new policies and procedures and documenting GDPR compliance.

If you have any questions about our preparation for the GDPR, please contact **Karen Binns** at:

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**Sacred Heart RC Primary School**  
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