

Data Protection at Our School

Teversham, as a school, holds and processes personal information on each pupil, and limited information on parents, in order to provide a rounded education and a safe environment for each child. The legal basis for processing personal data under the General Data Protection Regulations May 2018 is to complete a PUBLIC TASK (that of provision of an education). The school complies with the General Data Protection Regulations May 2018 and this is demonstrated by our Data Protection Policy and linked policies such as Data Breach Policy, Special Category Data Policy. NB Some are in draft form while the school waits for final clarification of the requirements under the GDPR. We commit to train our staff and volunteers to understand the importance of handling data securely. We understand that privacy is important to you and your child. A copy of our Data Protection Policy can be found below in our Policies section.

Please see the school's Privacy Notice (Pupils/Parents) together with a child friendly version (below on this page on the website). Staff members, volunteers, additional emergency contacts and contractors may wish to view the Privacy Notice for Staff which is also available below.

The school has a Data Protection Officer provided through the Cambs County Council (ICT Services); and can be contacted through the school at office@teversham.cambs.sch.uk

Images: The school asks all parents, carers and visitors to our school to ask permission before taking photos and video and to agree such files are used for personal use only and are not shared with social media sights or other agencies. The school will only publish images on this website if parental permission has been provided.

Rights: Parents and pupils have the right to access the information we hold about them; this is known as a Subject Access Request and should be made in writing. The school must supply the information requested within one school month or provide a reason for an extension of up to two months.

Where you are unhappy with how your data has been handled by the school you can make a complaint to the Data Protection Officer, office@teversham.cambs.sch.uk or if this does not provide satisfaction direct to the Information Commissioner at ico.org.uk

Separate from the GDPR, the Department for Education regulations provide a pupil's parents (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school at office@teversham.cambs.sch.uk.