



The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 aims to ensure all personal data is protected and the organisations who work with such data are held accountable for its protection.

At Downsview Primary and Nursery School we have always been committed to data privacy and protection. However, to ensure we are operating at the highest standards, we have taken several additional steps for UK GDPR compliance. As an education provider, with data collection at the core of many of our services, safeguarding personal data is of the utmost importance to us.

In order to become compliant, we have carried out the following:

### **Personal data review**

- Reviewed all existing data policies and procedures to make sure they adhere to current legislation and uphold the highest standards of privacy and protection of personal rights
- Audited all data held and processed in the school, to confirm and record
  - Nature and purpose of processing
  - Categories of data subject
  - Types of personal data held and processed
- Identified the lawful basis for all our personal data processing

### **Transparency**

- Our Privacy Notices align with the Data Protection Act 2018
- All our procedures are aligned with the individual's rights as specified under UK GDPR
- Our subject access request procedures are regularly reviewed and updated in line with Data Protection law

### **Processes, suppliers and employees of Downsview Primary & Nursery School**

- Our processes covering data procedure reporting are in line with UK GDPR requirements.
- The school has implemented the necessary Data Protection Impact Assessments for projects that may involve high risk processing as covered under UK GDPR.
- Contacted existing suppliers to ensure all parties take account of their respective obligations under UK GDPR, including any data storage and transfers outside of the UK and EEA e.g. to the USA.
- All staff are trained and regularly updated on the new legislation to complement their existing training on data protection.