



The Exciting World Of GDPR

Term 1—2021/22

Welcome

Summer might be gone and you might be starting not to look forward to those long winter nights? Never fear though because the very thing to give you that warm fuzzy feeling inside.

That's right, the one and only super exciting

'The Exciting World of GDPR'

is back for its Term 1 edition.

With a focus this term on privacy notices and packed with so much information that it is bound to send you to sleep on the coldest of Autumnal nights!



(In all seriousness, do take a read as there is some really useful information included—Honest!)

Perfect Privacy Notices

We all have privacy notices explaining to our parents / carers about how we use the data that we collect about them and their child. However, how well informed are our pupils on the data held about them. The following video give pupils a great explanation of privacy notices in a clear and concise animation.

To access the animation then Click on the image below by holding '**CTRL**' and pressing a **left click** on your mouse



Cool Cartoons

Why not compliment the video animation explaining privacy notices with these great cartoons.

WHO WE ARE?



We are your school and we are responsible for your data.

WHAT IS PERSONAL DATA?



Personal data is information about you, for example, your name, where you live, your date of birth, your address.



It includes other information we collect to help us deliver your education such as the records on when you were at school and your well-being.

Perfect Poster

To really get pupils to understand privacy notices then why not display the following poster around your school

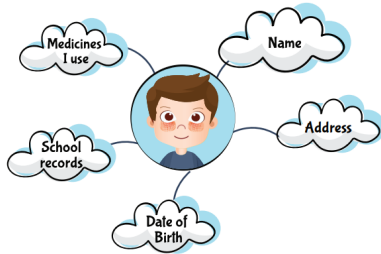
CHILD-FRIENDLY PRIVACY NOTICE

WHO WE ARE ?

We are [Organisation Name here]. We are your school and we are responsible for your data.



WHAT IS 'PERSONAL DATA' ?



Personal data is information about you, for example, your name, where you live, your date of birth, your address.

It includes other information we collect to help us deliver your education, for example, the records on when you were at school, how well you are doing in your learning and your well-being.

WHY ARE WE COLLECTING YOUR PERSONAL DATA ?

We have to collect some data to make sure we can make sure your time at school and how well you do here is recorded properly. This helps us make sure the school runs properly. Sometimes the government will also ask us for information about who is at the school and their exam results. This will not be just you but all children in the country.



WHERE DO WE GET IT FROM ?



Some of the information comes from your family when you start school. Sometimes it comes from the local authority or another school you were at previously. And some of it comes from you, such as the school work you do and your exam results.

WHAT DO WE USE IT FOR ?

We use your data to teach you as well as we can and to keep you safe. For example, If you were ill and we did not have your medical details or parents contact details we would not be able to help you in an emergency or if you were ill.



WHERE IS MY DATA? WHO CAN SEE IT ?



We keep your data on systems at the school and on websites that we have checked to make sure they are safe. Only people who work for us or those we give permission to can see it.

HOW LONG DO YOU KEEP MY DATA ?

We keep it only as long as we need it, or as long as the law says we must keep it. When we don't need it we get rid of it. That might mean we destroy it, or we might send it to your next school so they can know about you.



DO I NEED TO DO ANYTHING ?



No. We let your parents and carers know about the data we need. Sometimes we need their permission and they can say no. We tell them even more about how we use your data.

WHAT ARE MY RIGHTS ?

You have the same rights as grown-ups. These include knowing what data we have about you, the right to correct anything that's wrong and more. Most of the time your parents and carers will look after your rights until you are 12 or 13 years of age.

We also work with a data protection officer to make sure that we look after your data properly.



CAN I FIND OUT MORE ?



Yes, ask any your teacher if you have any questions and they will help you find out the answers. Or we have provided your parents and carers with more information on what we do with your data.

To access a copy of this poster then you can click on the following link below:

[privacy note infographics \(dataprotection.education\)](https://www.dataprotection.education/en/privacy-note-infographics)

Respectful Reminder

As you may already be aware all of the computers within the Rivermead Inclusive Trust automatically log out when you leave then unlocked and inactive for a period of time. However, it is still really important that you log out of your machine if you are walking away from it, even if it is only for a few minutes.

All of the time that your machine is logged in then anybody who comes into contact with your machine will be able to access all of the information contained within it.

There have been reports over the last few months of staff members walking into rooms to find machines logged onto sensitive information including 'SIMS'.

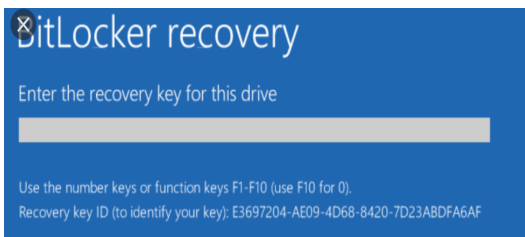
Imagine the data breach potential should someone get unauthorised access to a schools whole SIMS system.
Remember:



Lovely Log Out before Leaving

Brilliant BitLocker But Beware

As you aware from our previous edition, Trust laptops now contain bitlocker encryption to make them GDPR compliant. However, be aware that you must remember your Bitlocker code. If you enter your Bitlocker code incorrectly between 3-5 times then your machine will be locked completely. The only way to release this lock would be to acquire the recovery key from a area of our Trust servers which are heavily encrypted and only accessible by the Network Manager. This is also a massive positive in that if you machine was stolen all data stored within it would be safe.



WARNING!

**Please be aware that all staff laptops should now contain bitlocker.
If yours does not then please contact Colin Bellinger
(bellc032@rivermeadinclusivetrust.org) to arrange this. Failure to
do so will make you personally responsible for lost or stolen data.**