



# Policy Statements and Procedures

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## GENERAL DATA PROTECTION REGULATION

### Information for Parents, Guardians and Carers

Hewens Primary School must hold personal information about children who attend the School on its Pupil Information System and in paper records in order to ensure pupils' educational and physical wellbeing needs are met. The Headteacher of the School is responsible for the accuracy and safe-keeping of these records.

Parents, guardians and carers of children who attend Hewens Primary School are required to inform the School of any change in details or circumstances as and when they happen. This is to ensure that all pupil records are kept up to date and accurate.

School staff have access to pupils' personal records to enable them to carry out their duty of care to pupils and meet their educational needs. From time to time it may become necessary to share information with other professionals involved in a pupil's care. All persons who have access to pupils' records have received the appropriate training in data protection and confidentiality issues and are governed by a legal duty to keep such details secure, accurate and up to date.

All pupil information is held securely and appropriate safeguards are in place to, as far as reasonably possible, prevent accidental loss.

In some circumstances the School may be required by law to release a pupil's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances the parents, guardians or carers of a pupil may be required to give written consent before information is released.

To ensure confidentiality and privacy, Hewens Primary School staff will not disclose information over the telephone about a pupil unless they are completely satisfied that they are talking to the parent, guardian or carer of the pupil. Information will not be disclosed to family or friends of pupils unless we have prior written consent from the registered parents, guardians or carers and we do not leave messages concerning pupils with others.

Parents, guardians and carers have a right to see their child's record and the information the School holds for them. Please contact the Headteacher if you would like further details about this.

**September 2024**