

# GDPR

## What you need to know

The General Data Protection Regulation (GDPR) applies to how the personal data of all staff, pupils and parents is collected and handled. This law is about protecting individuals from the misuse of their personal data.

### WHAT IS A DATA BREACH?

A data breach includes when personal data is lost, sent to the wrong person or accessed by an unauthorised person.

If there is a breach of privacy: we have 72 hours to report this to authorities.

### YOU MUST DO THE FOLLOWING:

1 Report breach, as soon as possible, to your Data Protection Lead and/or your Headteacher who will then report to the DPO.

2 Acknowledge and pass on any information requests to the DPO.

3 Protect your own personal data and understand how it is collected and used.

### PERSONAL DATA:

Any information that can identify a living individual. Including that of current, former and future staff, pupils and parents.

Your Data Protection Officer Details are:

[DPO@LSP.ORG.UK](mailto:DPO@LSP.ORG.UK)

### EXAMPLES OF PERSONAL DATA:

- ⇒ Names
- ⇒ Email addresses
- ⇒ Dates of birth
- ⇒ Student medical data
- ⇒ Parent data
- ⇒ DBS data
- ⇒ Safeguarding data
- ⇒ Payment card information
- ⇒ Photographs
- ⇒ School meals data

