



Data Protection Act 2018/General Data Protection Regulation (GDPR)

You may have heard that the law which manages how we use your information has changed. A new Data Protection Act came into effect on 25 May 2018. This updated legislation introduces the General Data Protection Regulation (GDPR) into UK law.

The aim of this law is to ensure all personal data is protected and organisations who work with such data are held accountable for its protection.

How We Use Your Information

(GDPR encourages organisations that are responsible for using people's information to make sure it is clear why we need your information and how it is used.

To help explain how your information is used we have published Privacy Notices for pupil and staff data, which you can read on our Trust website (<https://www.stbartsmat.co.uk/matpolicies>) and on all our schools' websites.

We are also taking the opportunity to review how we manage data and our GDPR compliance. St Bartholomew's CE Multi Academy Trust is committed to the highest standards of information security, privacy and transparency.

Data Protection Officer (DPO)

Our Data Protection Officer is Mr C Dryer, Director of Finance and Operations. The DPO supports our Trust with matters relating to Data Protection and the use of your personal information.

Our DPO is registered with the Information Commissioners Officer (ICO).

If you have a question about how your personal data is used in school, or would like to make a formal request, you can contact our DPO by emailing DPO@stbartsmat.co.uk or by writing to the Trust at our registered address:

St Bartholomew's CE Primary School
Sedgley Road
Wolverhampton
WV4 5LG

Mark your envelope "For the attention of the Data Protection Officer".



You can find more information about how we manage personal data and other forms of information in the following policy documents, all of which are found on our Trust website (<https://www.stbartsmat.co.uk/mat-policies>) and on all our schools' websites:

- Data Protection Policy
- Freedom of Information (FOI) Policy
- Privacy Notice – pupil data
- Privacy Notice – staff data

Right to Access

Individuals have the right to access copies of their personal data that the Trust is processing. This is often known as “Subject Access”.

An individual is only entitled to their own personal data, and not to information relating to other people. The Trust has a maximum of 30 days to respond to a Subject Access Request.

If we are processing your personal data, you will be entitled to receive:

- confirmation that we are processing your personal data;
- a copy of your personal data
- additional information about how your data is being used and who it is shared with

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