



## Data Protection Policy and Privacy Notice

Reviewed by JAFM: May 2018

Review Date: May 2019

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### 1. THIS POLICY

This policy is intended to provide information about how the school will use (or "process") personal data about individuals including staff, current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents").

It is to be read in conjunction with the Ryde School [Privacy Notice](#) which in accordance with data protection laws more fully details;

- why the School needs to process data;
- the types of personal data processed;
- how the School collects data;
- who has access to personal data;
- how long we keep personal data;
- how we keep in touch with members of the School community;
- individual rights;
- data accuracy and security; and
- procedures for queries and complaints

It applies in addition to the school's terms and conditions, and any other information the School may provide about a particular use of personal data, including e.g. the School's procedures on taking, storing and using images of children.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should also be aware of and comply with this policy and Privacy Notice and the School's Internet, Email and IT Acceptable Use Policy.

### 2. RESPONSIBILITY FOR DATA PROTECTION

In accordance with the Data Protection Act 1998 ('the Act'), to be replaced by the General Data Protection Regulations on 25 May 2018 the school has notified the Information Commissioner's Office of its processing activities. The school's ICO registration number is Z5003133 and its registered address is Queen's Road, Ryde, Isle of Wight, PO33 3BE.

The School has appointed the Bursar as Data Handler who will endeavour to ensure that all personal data is processed in compliance with this policy and the Act. (bursar@rydeschool.net)