

**REMINDER TO SCHOOLS/PLAYROUUPS****GDPR information**

This communication is a reminder to Schools/Playgroups of your obligations to comply with GDPR/DPA:-

“As the School/Playgroup is a data controller, it is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). GDPR and the DPA impose obligations on the School/Playgroup in relation to the protection, use, retention and disposal of personal information. The School/Playgroup should therefore ensure that the all personal information relating to children and their parents/guardians which is processed by the School/Playgroup as part of the admissions procedure is processed in accordance with your Data Protection Policy. In particular, the School/Playgroup should take great care to ensure that such personal information is kept safe and secure, and protected against any unauthorised use or accidental loss (e.g. ensure that letters confirming admissions are correctly addressed). A template Data Protection Policy for Schools is available on the Education Authority’s Think Data Online Resource Hub (<https://www.eani.org.uk/about-us/privacy/ea-think-data-online-resource-hub/templates-and-guides>).”

As previously communicated, other guidance in relation to how documents can be password locked should they need to be sent electronically, is available in the Digital Admissions Hub i.e [Data Security Advice](#)

**On behalf of School Admissions Office**