



# Policy Statements and Procedures

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## GENERAL DATA PROTECTION REGULATION

### Information for Parents, Guardians and Carers

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

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

College staff have access to students' personal records to enable them to carry out their duty of care to students and meet their educational needs. From time to time it may become necessary to share information with other professionals involved in a student's care. All persons who have access to students' 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 student information is held securely and appropriate safeguards are in place to, as far as reasonably possible, prevent accidental loss.

In some circumstances the College may be required by law to release a student'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 student may be required to give written consent before information is released.

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

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

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