



Vision Primary Federation

Publishing for Transparency Procedure

Information resources to publish on the School website to comply with UK GDPR
Transparency requirements

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The following activities are designed to help the School make basic information available on its website that the public and the Regulator would expect to have available under GDPR. There is a requirement to be open and transparent about data processing and publishing the following information will be effective evidence that the School is complying.

1. Policies

Your **Data Protection Policy (C3)** should be published on a page where your main school policies are already published. You are free to add in any branding which shows the documents are owned by the School (such as the School logo etc.).

2. Privacy Statement & Notices

Your privacy notices must be published on a web page that is ‘one-click’ away from the School website Home Page. Most website templates have Home Page links to content such as ‘Privacy Policy’ or ‘About Cookies’. If your website template does not have an existing link for a ‘Privacy Notices’ or ‘Cookies’, then approach your web designer for one to be added. Failing that, you should have a menu item titled “Privacy” which links to relevant content.

As your school processes special category personal data it is required to have a Data Protection Policy Statement to provide assurance on how it handles such information. This should also be published alongside your privacy notices. These documents can all be found in the Privacy Notices Procedure (D2):

- **Main Privacy Notice**
- Our **specific processing notices**, e.g. Admissions, Delivery of Curriculum & Pastoral Care, Managing Employment, Recruitment and Trustees, Marketing Activities and Managing Alumni & Friends of the School etc.
- **The Data Protection Policy Statement**

Each relevant Privacy Notice should be checked first to ensure the content is accurate and the School is satisfied that it can meet the commitments it is making through the Notices.

You are free to add in any branding which shows the documents are owned by the School (such as the School logo etc).

Each Privacy Notice should have its own URL (web address) to which you can provide links from any forms where you collect personal data.

After careful review for accuracy, you should also publish your **Security Measures Document (H2)** alongside your privacy notices to make clear the steps the school has taken to protect the personal data in its custody.

3. Rights

The following document can be published to support parents/guardians understanding.

The **Parents Guide to Subject Access Requests (SAR)** clarifies when they are able to make a SAR and how to make a requests, as well as managing expectations regarding timescales and what happens if their child is over 12. This can be found embedded in the SAR Procedure (F3).

In addition, in the Training & Awareness Procedure (D10) there is a handout entitled **GDPR Rights Guidance for Parents/Guardians** which you may consider publishing alongside your privacy notices to provide further information.

4. Emails

It is good practice to add a disclaimer to all emails that leave your organisation, to protect any personal data within the communication. You can ask your IT Provider if they can add this to your global settings, so that it does not have to be added individually. The following is suggested wording:

This email and any attachments may contain legally privileged or confidential information. Any use, copying or disclosure other than by the intended recipient is unauthorised. If you have received this message in error, please notify the sender and confirm that it has been deleted from your system and no copies have been made.

Document Control

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