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Information Governance Support

Nottinghamshire County Council

in partnership with

Essex County Council

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| Date Approved | January 2021 |
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| Review Date | January 2022 |

# PUBLISHING FOR TRANSPARENCY

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

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

The following documents 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.):

| | |
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| C3 Data Protection Policy Revised Version | Data Protection Policy |
| C4 Statutory Requests for Inform | Statutory Requests for Information Policy |
| FoI Publication Scheme (version of F | Publication Scheme |

## 2. Privacy Statement & Notices

This content should 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'.

The following document is a statement covering the School's commitment to privacy and what information the website captures about users (including Cookies), therefore you only need one link to this. We suggest the link is titled "Privacy Notices"

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 this content

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| 2B Overarching Brinsley Specific Priv | Overarching Privacy Notice |

On the page where the Privacy Notices are published, you should provide links to any of the following 'Privacy Notices' which are relevant to your school.

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.

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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.

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| Managing security Autumn 2020.docx | Processing for Security purposes (including CCTV, ID Cards and Visitor Data) |
| Marketing activities Autumn 2020.docx | Processing under 'Consent' (e.g. Marketing) |
| School photos and additional activities | Processing under 'Consent' (use of Photo and Video, and additional school activities) |
| Delivery of the curriculum and past | Delivery of the Curriculum and Pastoral Care |
| Managing Employment Autumn | Processing of Employee Data |
| Managing School Governors Autumn 2 | Processing of Governor Data |
| Managing Volunteers Autumn | Processing of school volunteer data |
| Online Payments Autumn 2020.docx | Processing of Online Payments |
| Publishing Coursework Autumn | Publishing Pupil Coursework |

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

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| Data Protection Privacy Policy Statement |  Data Protection Policy Statement Aut |
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## 3. Rights

The following document can be published to help parents/ guardians understand their rights when making Data Protection related requests of the School.

Although it is not technically a Policy, it is closely related to the content of the Statutory Requests for Information Policy and may make sense to publish alongside this Policy

|  11B. GDPR Rights - Advice to Parents-Gu | GDPR Rights Guidance for Parents/ Guardians |
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**Please be reminded that the information contained in this guidance is provided to you under a license for use (which includes publication). Please refer to the School's License Certificate for further details**

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