

GDPR – Summary Data Audit

The Gheez Rite Supplementary School GDPR

Updated: April 2022

Gheez Rite supplementary School collects and stores information about your children so that

- We can contact you if your child is ill or hurt
- Put the child in the right class for his or her age group
- Track your child’s attendance and progress

We tell our funders the number of different children attending the School. Gheez Rite will not identify the child in anyway or give the child’s name to any outside organisation. We do not contact the child’s mainstream school without your permission in writing .

Data Source	Data Collected	How Collected	Purpose	Place stored	User Access (who can obtain this information)	Data sharing	Legal or legislation requirement (Yes/No)	Length of time this data is retained	Responsibility	Risk	Actions
Parent/Guardian	Parents and Children details i.e Date of birth, address, Telephone number and email address	Via Parent online Registration form	<ul style="list-style-type: none"> • To enrol child • To contact if child is ill or hurt 	Stored online	<ul style="list-style-type: none"> • School Coordinator • Coordinator Support (trustee) • Safeguarding lead (Trustee) 	<ul style="list-style-type: none"> • This data is shared with RBKC. • Any other agency we work with 	No	This data is stored for 3 years.	Responsibility of this information lies with the Coordinator/Coordinator assistant (Ruta) and safeguarding lead (Adonay). The information is gathered from the parents and then stored securely.	The risk of this information being lost could result in identity fraud.	Access to the online data is only through password accessible to the coordinator/ assistant coordinator and safeguarding lead
Member of staff	Bank details	Staff registration forms	To pay wages	Accountant and a Trustee	<ul style="list-style-type: none"> • Accountant • A trustee (Adenay) 	No	No	Whilst they work at Gheez Rite	Responsibility of this information lies with the accountant and a trustee (Adenay)	The risk of this information being lost could result in identity fraud.	Secure password only the accountant and a trustee can access.