



Village Primary Academy is committed to protecting and managing the data we hold. We manage our data in line with the law – in particular, the General Data Protection Regulation (GDPR) which comes into effect throughout Europe on the 25th May 2018.

You can find out more about how we are responding to this change in the law by reading our simple guide which you can download at the bottom of this page.

One of the requirements is that we appoint a Data Protection Officer (DPO). Their role is to help the school meet the demands of the new legislation by reviewing our procedures and policies. They will also answer any questions you may have or help you make a relevant enquiry to the school.

Our school has contracted the role of the DPO out to an external company. We have done this to ensure that we are fully compliant and that any advice or guidance we receive from them is independent. You can contact our DPO in the following ways:

Name : Illuminate Learning Ltd
E-mail : gdpr@illuminatelearning.org
Telephone : 01704 320507

You can find out more about the role of the DPO by downloading the guide at the bottom of this page.

As a school, we are required to have a formally approved policy (Data Protection Policy) which outlines how we manage all the data we hold. This is currently being drafted and will be available for download here shortly.

The GDPR establishes certain rights in relation to those whose data we hold. As a primary academy, these rights are applicable to those holding parental responsibility of any child who attends here. Two of the main rights are the right to (a) request a review of any data we hold on your child and (b) the right to have any incorrect data put 'right'. If you would like to request either of these, please download the relevant form below OR collect one from the school office. Once completed, you can either hand it back into the school office or send it directly to Illuminate Learning ltd. The DPO can offer help and guidance on these requests.

Over the coming months, we will be updating and extending our data page on the website. In the meantime, you can download the following documents:

Introduction to the GDPR for Parents
The Role of the DPO
Request to Review Data Held Form
Request to Amend Data Held Form

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