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Thursday, 17 May 2018

Dear Parent/Carer

Re: Data protection legislation

I am writing to outline the schools position on holding sensitive data. Due to legislation coming into effect on 25th May 2018 (General Data Protection Regulations) as a school we have updated policies and practices along with all other schools and institutions which hold personal data on individuals within the European Economic Area.

The nature of our work as a school requires a great deal of personal data to be collected and processed carefully and securely.

We hold data on the children in our care, our staff body and other individuals who are involved regularly in school life as well as a limited amount of data on parents (contact information and addresses). We have conducted an audit to understand what data we hold on students and parents. The information we hold, in the vast majority of cases is essential to our work as a school, both the care and education of the students.

Other than when required to do so, we do not share this information and we only use it for its intended purpose. To have data which is not required needs consent which we will ask for individually as and when it is needed although this will be rare.

Attached to this letter is a privacy notice which outlines this position and gives guidance on what to do if you have any concerns. One is worded for younger students and the other with adults/older students in mind.

At this stage you do not need to do anything. We may ask for consent for holding information in the future and will routinely ask parents to check their information at parents' evenings.

Yours faithfully



Mr B Williams
Deputy Headteacher

