

Dear Parents / carers,

You have likely heard on recent news about changes to data protection legislation which came in to force on 25th May 2018. The new General Data Protection Regulation (GDPR) changes will affect everyone, and every organisation, in some way.

The GDPR is focused on looking after the privacy and rights of the individual and based on the premise that consumers and data subjects should have knowledge of what data is held about them and how it is used.

The good news is that schools have been complying with the Data Protection Act 1998, and are very experienced at working within such regulations. Whilst the majority of pupil information you provide to the school is mandatory, some of it is provided to us on a voluntary basis. Under the new regulations, where consent is required to collect and use an individual's information it now needs to be freely given, specific, informed and unambiguous.

Processing mandatory personal data, which we need for the daily running of the school, is processed under the lawful basis of 'legal obligations' and / or for performing a 'public task' and does not require consent. Parental/guardian consent is also not required where the processing is related to preventative or counselling services offered directly to a child.

Other personal data which we may wish to use from time to time (e.g. publicity photographs, social media posts, website material) requires explicit consent from the data subject. Consent is required from a person holding 'parental responsibility' for children under the age of 16. However, under the new regulations when offering an 'information society service' (e.g. an online service) directly to children, in the UK children aged 13 or over are able provide their own consent.

To ensure the school meets the new requirements there are a number of policies and procedures which will need to be updated. In particular, we have updated our pupil Privacy Notice; this statement informs pupils, in straight forward understandable language, how we process their data and their data rights.

You will therefore find attached a [Privacy Notice](#) for your son or daughter to read. Please would you discuss this with him/her to ensure that they understand how personal data is used and their rights.

If you have any questions, please do not hesitate to ask us. You can contact me via the school office or catch me at school pick up or drop off.

Kind Regards

School Business Manager / Data Protection Administrator