



Manor Primary School

Manor Way

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15th May 2018

Dear Parents,

As you may already be aware, new Data Protection Regulations come into force in the UK from May 25th this year, known as GDPR. This requires us to be more transparent with the data we hold on you and your child, why we need it and what it is used for.

You will see some changes in school, for example you will see a change in the processes we have for signing in so that other parents cannot see your details. We also need to issue you with a new Privacy Notice for parents and also for pupils (attached) and we need to gain new consent for the ways in which we use your personal information (also attached).

We want to reassure you that we will never pass your personal information to 3rd parties unless we have gained your permission (e.g. a referral to another agency such as a speech therapist) or we have a legal obligation to do so. If you are giving us contact details for friends or family members please ensure you have sought their permission for us to hold and use their details. If you send an email to the school office and ask for it to be forwarded to a member of staff we will take this as your consent.

All staff have a duty to ensure the details we hold on you and your child are stored safely and securely and any breaches of this have to be reported. We are also required to have a Data Protection Officer (DPO) who must not be working with data in the school and we have, therefore, appointed a DPO from *I-West*, to take this role.

We know this is a lot of paperwork but we must follow the new law and ensure we are complying, or we could be fined. If you need any help understanding it or what you need to do please ask our school office administrators in the first instance. If this is an area of interest you can visit the ICO website to read more.

Please see our website page Information for Parents for further information.

Thank you for helping us with this. Please return the consent form as soon as possible, otherwise not all services we offer will be available to you/your child.

Yours faithfully,

Mrs K Dixon
Headteacher

Headteacher: Karen Dixon
Deputy Headteacher: Julie Solomon

