

4 July 2018

Letter to all parents

Dear Parent/Guardian

### **Re GDPR – Pupil Privacy Notice and Permissions and Consent Form**

You will probably be aware of the new General Data Protection Regulations (GDPR) which came into effect across Europe from late May 2018. The aim of these regulations is to provide individuals with greater control over how their personal data is stored and used. As you can imagine schools hold and process a significant amount of personal data about pupils and their parents so GDPR applies just as much to us as it does to any other business.

We have therefore taken the opportunity to update our existing Pupil Privacy Notice and a copy is enclosed for your information. Copies have already been distributed directly to pupils in school and they have also been briefed either through assemblies or through their ICT lessons about their new GDPR rights and responsibilities, so the document has therefore been put in context for them.

We are also updating your consent to use your child's information as the requirement to have positive opt in is one of the new requirements under GDPR. Please take a few moments to complete the attached Permissions and Consent Form to update your approval for some of the ways we use personal data in school. The completed and signed form should be returned via your child's tutor as soon as possible, and **certainly by Friday 20 July 2018**.

If you have any questions about the new Privacy Notice or the Consent Form please do not hesitate to contact the school.

Yours sincerely

Liz Lang  
**Head of School**

Encs            Pupil Privacy Notice (retain for information)  
                    Permissions and Consent Form (for return by Friday 20 July 2018)