

24th May 2018

Dear Parents/Carers

At Bradgate Educational Trust and Church Hill Infant School we are progressing towards compliance with the new General Data Protection Regulations (GDPR) due to be implemented on 25th May 2018.

Like many schools, we have been awaiting guidance to be issued by the Independent Commissioners Office (ICO) and EU's Article 29 Working Party. We recognise that we cannot wait until all guidance has been released to implement our GDPR program, so have been pragmatic, progressing with our plan. We continue to review guidance as it becomes available and will adjust our implementation as appropriate.

We know that complete GDPR compliance can only be achieved through a collaborative and transparent approach and we also want to ensure that this is comprehensive and complete. To help and promote compliance we have appointed a Data Protection Officer.

In recent weeks, we have been working on the following:

- Identification of a Data Controller;
- Data mapping and Data Asset Register;
- Embedding data privacy into all our processes;
- Information security risk;
- Third party risk and our data partners;
- Reviewing our procedure in handling Data Subject Access Requests (SARs);
- Reviewing Data Privacy Breach procedures;
- Ongoing monitoring of systems and procedures.

Our GDPR Commitment is as follows:

- To keep you informed as to how your data is being used;
- To keep your data secure and confidential;
- Not to pass on your data to any third party without your consent;
- Only to use your data for the intended and legitimate purpose.

Consent is changing to be more explicit/transparent so at the point of data collection, the individual will need to be informed exactly how their data will be used and who it will be shared with. Due to the GDPR we need to obtain your consent to use the email address and

mobile number that we have on record, so that we can continue to communicate with you using our text and email service. We will assume, unless you tell us otherwise, that you have obtained consent from other adults detailed on your child's contact form.

We will use this data to contact you with information about, but not restricted to, school based activities. For example, letting you know that an after-school club is cancelled, inform you about school closures or activities in the school community (such as the PTA) and other activities which may be of benefit to you or your child(ren).

A copy of our updated Privacy Notice is available in the policies section of our school website www.churchhillinfants.co.uk (and will also be provided with the e-mail version of this letter). Please read this document and sign the attached form to confirm you understand its role.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Bulsara'.

Mrs Meera Bulsara
Head Teacher
Church Hill Infant School



Church Hill Infant School

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website: www.churchhillinfants.co.uk

Headteacher: **Mrs M Bulsara**

PLEASE RETURN THIS FORM AS A MATTER OF URGENCY SO WE CAN CONTINUE TO COMMUNICATE WITH YOU. Thank You.

Email and Texting Service Consent

This consent is for the full duration that your child(ren) attends Church Hill Infant School but please remember, under the GDPR you can withdraw your consent at any time by writing to the school office.

Childs Name..... Class

I agree / do not agree to my email and mobile number being used for the purpose stated in the school letter dated 24th May 2018.

I have also obtained consent for the school to contact others mentioned on my child(ren)'s contact form. **(Please Tick)**

Signed..... Date.....

New Privacy Notice Declaration

I, (*print name*) declare that I understand:

- Church Hill Infant School (referred to as 'the school') has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements;
- how the school uses my data;
- that the school may share its' collected data with Leicestershire County Council (LCC) and ultimately the Department for Education (DfE);
- the school will not share my personal data with any other third parties without my consent, unless the law requires the school to do so; the school will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed;
- my data is retained in line with the school's GDPR Data Protection Policy;
- my rights to the processing of my personal data;
- where I can find out more information about the processing of my personal data.

Signed.....

Date.....



The Bradgate Educational Partnership
Registration Number 08168237