



FINSTALL FIRST SCHOOL



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Worcestershire
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Web Site www.finstallfirst.co.uk

HEADTEACHER: Mr Stuart Evans

We care, we share, we learn and achieve

17th May 2018

Dear Parents,

General Data Protection Regulation

As you may be aware, the 25th May 2018 marks the enforcement of the General Data Protection Regulation (GDPR). The GDPR will replace the Data Protection Act 1998 and is designed to strengthen the safety and security of all data held within an organisation, and make sure processing and storage procedures are consistent.

The GDPR will result in some significant changes for the school, which I would now like to take a moment to explain. The school will have to prove their compliance with the GDPR, by having effective policies in place.

In order to ensure that we are complying with these new regulations, we have placed on our website a new GDPR Data Protection Policy and Privacy Notice.

The Privacy Notice explains that most of the information we ask you to provide is mandatory because we have a lawful basis for requiring it:

- because we need it to comply with the law
- because it will help us to protect your child's vital interests
- because it helps us to function effectively as a School

However, for some information, we do need parents' consent. One of the biggest changes with GDPR has been in terms of consent; consent must be a 'positive indication', which means that it has to be opted into, clear and unambiguous.

We have reviewed the consent you have previously provided, under the Data Protection Act 1998 and feel that, in light of these changes, we would like you to complete the consent form, below, which relates to you providing your e-mail address.

We need this if you would like us to continue to be able to send letters and urgent group messages to you in this extremely efficient way.

PTO



Finally, schools are required to appoint a Data Protection Officer (DPO). Within our Learning Partnership with Hanbury and Stoke Prior First Schools, the Head Teachers have agreed to act as Data Protection Officers for each other. Mr Andrew Payne, Head Teacher at Hanbury First School, is the Data Protection Officer for our School. His role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01527 821298 or via email at head@hanbury.worcs.sch.uk

Please ensure that you have read and understood the privacy notice as we want to ensure that you understand what we are doing with your data and that you know we are acting legally.

As stated in our privacy notice, we do ensure that any third parties, whom we share your information with, are also GDPR compliant. This means that they are not allowed to share your personal data with anyone else without consent. For example, we have ensured that E-Schools, who manage our website, through which e-mails are sent to parents, have confirmed that they are GDPR compliant, as have Class Catering, who hold details about children who have specific allergies.

If you have any questions about GDPR, you can contact the ICO on 0303 123 1113 or by using their [live chat](#), or you can visit their [Guide to the General Data Protection Regulation](#) webpage. You are also welcome to direct any questions you have to either myself, Mr Mason, Lynn Swift in the School Office or our DPO, Andrew Payne.

Thank you for your continued support.

Yours sincerely,

Stuart Evans
Head Teacher

Finstall First School – Consent for Parents to receive letters by E-mail

By providing my e-mail address below, I _____

(Parent of _____ in Class _____) give consent for Finstall First School to process my e-mail address (given below) so that I can receive letters, information and urgent group messages. *Where more than one address is provided (e.g. for mother and father), two signatures will be required.*

E-mail address _____

Signed _____ (Parent)

E-mail address _____

Signed _____ (Parent)

