

Dear Parents & Carers,

New data protection privacy notices

You may have heard about the new General Data Protection Regulation ("GDPR"), that comes into effect on May 25, 2018. On our school website is a data protection privacy notice. Please read the notice carefully as it contains important information about:

- who within school collects personal information about you and your child/ren's who is/are in school;
- which information we collect and how and why we do so;
- how we use the information and who we may share it with;
- any monitoring we undertake;
- where we may hold your or your child/ren's personal information;
- how long we keep your / your child/ren's information;
- your rights to correct and access your or your child/ren's information and to ask for it to be erased;
- details of where you can find further information about some of the matters listed above; and
- how to complain if we get things wrong and cannot resolve them for you.

The reason we are sending you this new notice is to make sure we comply with new legislation governing data protection, known as the General Data Protection Regulation or 'GDPR' and the legislation proposed in the Data Protection Bill. We are not making any significant changes to the way in which we process information or the reasons for which we do so, but we are being even more open and transparent about what we do with the information we hold and process about you.

Wynstones School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following: *Article 6 and Article 9 of the GDPR*, Education Act 1996.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

There's nothing you need to do right now, but if you'd like to find out more, do take a look at our Privacy Notice and further documentation regarding GDPR on our website.

We wish to maintain our open and transparent approach in relation to the protection of personal information. Please therefore do not hesitate to contact me, and I will be pleased to help with any queries you may have.

Yours sincerely

Faye Sieracki

School Business Manager