

St. Francis' Catholic Primary School

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Headteacher: Mrs Maria Wheeler

25th May 2018

Dear Parents

GENERAL DATA PROTECTION REGULATION (GDPR)

As you may know, from today, 25th May 2018, the new General Data Protection Regulation (GDPR) will become law and replaces the Data Protection Act 1998 (DPA).

I'm writing to let you know that we, and other schools nationally, have conducted a data audit and updated our Privacy Notice and Data Protection Policy in line with GDPR. The Privacy Notice outlines what data we hold, why we need it and how we use it. These are available on the school website.

There are many elements of data that we are legally required to hold on behalf of your children. Due to existing regulations, schools are largely already compliant and there will be little change in how we hold and use data within the school. One feature of the new regulation regards consent: everyone must be given the opportunity to opt in. Our system is already opt-in and you can notify the office at any time if you wish to change your preferences. Please contact office@stfrancis.surrey.sch.uk with any changes to your preferences or contact details.

Photographic and Film Consent:

To ensure clarity, we are asking **everyone** to complete the attached Photographic and Film Consent Form to confirm their preferences. As well as consent for images and video content held by the school, we have now included information regarding images taken by other parents in relation to school activities. Therefore, it is important that you complete the form, sign it and return it as soon as possible after half term. To encourage prompt reply by Friday 8th June, **all children returning the forms over the course of the first week will receive housepoints (KS2), or reward beads (KS1):**

4/6/18 = 5 reward points/beads
5/6/18 = 4 reward points/beads
6/6/18 = 3 reward points/beads
7/6/18 = 2 reward points/beads
8/6/18 = 1 reward point/bead

Please do remember – we still need to know immediately if you change telephone numbers, email addresses, or emergency contacts, so our contact information is current. We understand that it can be easy to forget to inform us of changes. However, it is for your children's benefit that this essential information is up-to-date and is part of your responsibility in working in partnership with us. We always appreciate the support you give us in these matters.

Yours sincerely,

Maria Wheeler
Head Teacher

