

18 September 2017

Dear Parents

**Data Protection Act
Annual Data Collection Form**

Each year, we must issue a Data Protection Notice to parents and this is attached for your attention. This explains the type of information we hold about your child and explains that it is sometimes shared with other agencies.

Together with the Notice, is a Data Collection Sheet, which records emergency contact details for your child and I would be most grateful if you would check this thoroughly and make any necessary amendments/additions. Also, if you have not supplied us with a 3rd emergency contact, could you please do so. It will need to be someone local to enable them to collect your child, should the need arise. Please sign the sheet, ***even if the details are correct***, and return it to the School Office as soon as possible but no later than ***Friday 29 September***.

Due to the nature of the information that the Data Collection Sheet contains, please either hand it into the School Office or return it in an envelope, via your child's book bag.

Your co-operation in keeping us fully informed, at all times, of any change of details is much appreciated.

Yours sincerely

**Ian Dewes
Headteacher**

Enc: Data Protection Notice
Data Collection Form