Higher Lane Primary School

Learning Together, Aiming High
Headteacher. **Mrs C. McLachlan**
Head of School. **Mr I. Tetlow**

24 May 2018

Dear Parents and Carers

Re: Important Information on GDPR

As you may already know, on 25 May 2018 the General Data Protection Regulations (GDPR) comes into force. This requires us to be more transparent with the data we hold on you and your child, why we need it and what it is used for.

We are required to issue you with a new Privacy Notice which can be found on our website under the GDPR tab at http://www.higherlaneprimary.co.uk/key-information/gdpr   You can also request a hard copy from the school office. We need to gain new consent for the ways in which we use your personal information. Please complete and return the attached consent form as soon as possible otherwise all the services we offer will not be available to your child.

We want to assure you that we will never pass your personal information to third parties unless we have gained your permission (e.g. referral to another agency such as speech therapist) or we have a legal obligation to do so.

If you are giving us contact details for friends to family, please ensure you have sought their permission for us to hold and use their details.

All staff have a duty to ensure the details we hold on you and your child are stored safely and securely and any breaches have to be reported. We are also required to have a Data Protection Officer (DPO).

We appreciate that these new regulations bring a lot of paperwork but we must follow the new law and ensure that we are compliant. Please see our website for more information.

Thank you for your assistance with this and if you have any queries on the new regulations, please do not hesitate to contact us.

Yours faithfully

Mr I Tetlow
Head of School

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