



# NORMANTON JUNIOR ACADEMY

Head Teacher: Mrs Trudie Southward  
Church Lane, Normanton, West Yorkshire, WF6 1EY  
Tel: 01924 302570  
E-mail: headteacher@normantonjunior.co.uk

Friday 25<sup>th</sup> May 2018

Dear Parent/Carer,

From today, 25th May 2018, a new law called The **General Data Protection Regulation (GDPR)** will be in effect. This law supersedes the Data Protection Act 1998. Although the GDPR is EU legislation, it will remain in place after the UK leaves the EU.

Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

The key principles of the GDPR:

- data is processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects (pupils/parents/stakeholders) for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures;

NJA is considered to be a 'Data Controller' for the purposes of the (GDPR) and the personal data we hold (data subject) is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral & emergency care and assess how your child is doing educationally. Under the new law, NJA now provides parents with an opportunity to opt in of any data sharing. We will not share information regarding data subjects to anyone outside the school without your consent unless the law and our rules permit it.

**To support our compliance of the GDPR, attached to this letter are pupil & parent x2 privacy notices along with a data & consent form, please can I ask for your support in returning the data and consent form to the school office on Monday 4<sup>th</sup> June.**

Waterton Academy Trust are in the process of appointing a Data Protection Officer to work across all schools within the Trust, we will inform you of their contact details as soon as the information emerges.

Yours sincerely

Mrs A Waddington  
School Business Manager

**At Normanton Junior Academy, the safeguarding of all children is of the utmost importance.**

Designated Senior Leader for safeguarding, Mrs Southward.

Deputy Senior Leaders for Safeguarding: Mr Berry & Mrs Reynolds-Browne.

If you are worried a child is at risk of harm please contact any of the above. Alternatively if you feel your concerns merit it, Social Care Direct can be contacted on 0345 8503 503

Similarly, if you have any concerns regarding your child's academic or medical needs, please make an appointment to see our SENDCo, Mrs Holmes-Edwards who can be contacted via the school office.