



St Louis Catholic School

Diocese of Clifton

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25th May 2018

Dear parents/carers.

General Data protection Regulation (GDPR)

As you may already know, the General Data Protection Regulation (GDPR) will come into force today. This will replace the Data Protection Act 1988 and is intended to improve the safety and security of personal data held by organisations, and make sure that people understand what information is held about them and why.

We have always taken great care of the personal information we hold about parents and pupils, but the new law means that we are taking some further steps, and we want to tell you about these.

Firstly, you should be aware that you have a number of rights under GDPR. You have the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that we hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Ask us to erase your personal data if there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Secondly, on our website you will find our new privacy notice for pupils and parents

<https://slp5.somerset.org.uk/webs/stlouis/Policies/Privacy%20Notice%20-%20Pupils.pdf>

which explains in detail what personal data we hold, why we hold it and who we share it with. This also provides details of our Data Protection Officer (DPO) who provides us with advice on compliance with GDPR and our data protection obligations, and can be contacted if you wish to make a request or complaint about your personal data. The privacy notice also explains about your rights to complain to the information Commissioner's Office.

Thirdly, we will continue to review our policies and procedures and updated policies will be added to the school website where you can access them.

If anyone's personal data is likely to be significantly involved or affected when we develop new systems or introduce new technology, we will carry out a data protection impact assessment to ensure that privacy issues are addressed.



Finally, your annual consent will show some changes from September 2018 to bring them in line with the new law. As we do now, consent forms will be sent out annually in September to gain your consent for the year ahead.

If you would like any more information about GDPR, you can visit the information Commissioner's website and in particular the [Guide to the General Data Protection Regulation](#) webpage.

Yours sincerely



Mr R J Triggs BA

Headteacher

