



Dear Parents/Carers

As you may already know, in May 2018 the General Data Protection Regulation (GDPR) came into force. This replaced the Data Protection Act 1998 and was 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 pupils and parents, but the new law means that we are taking some further steps, and we want to tell you about these.

1. Firstly, you should be aware that you have a number of rights under the 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.
2. On our website you will find our new privacy notice for pupils and parents www.ettingtonprimary.org, 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) [schoolDPO@warwickshire.gov.uk] 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.
3. We have reviewed our policies and procedures and these can be accessed on the school's website at www.ettingtonprimary.org.

4. 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.
5. Your consent – we have made some changes to our data collection and other forms which have been revised to bring them in line with the new law. Attached you will find four documents, which we require all parents/carers to read, complete and return.

It is essential that all forms are completed and returned as we can no longer make the presumption that a non-return is indeed consent.

We thank you in advance for taking the time to read and return these wordy documents.

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 faithfully

Mrs Michelle Crowe
Headteacher

CONSENT FORM

Consent is hereby given for (name of Child) Class

To Attend School Visits to enhance curriculum, walks, sports fixtures, educational visits

To walk to Church / Community Centre (with appropriate staff)

To Walk Home (year 6 pupils only – letter also required)

To sample food as part of national curriculum (reported allergies will be considered)

I have completed and signed a consent form for Data Sharing with Third Parties

I have completed and signed a consent form for the Recording and use of Images

**Please note you have the right to withdraw your consent to any of the above at anytime.
You can notify us of your consent withdrawal in writing to admin3024@welearn365.com**

Signed

Print Name

Dated