



Edgewood Primary School

Building skills and values for life

Headteacher: Mr Ed Seeley

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Tuesday, 3 July 2018

General Data Protection Regulation (GDPR)

Dear parent / carer,

On 25th May 2018 the General Data Protection Regulation (GDPR) comes into effect across Europe. Edgewood Primary School, as a data controller and processor, holds information about your child and the people listed as contacts for your child. With the new regulation we need you to check your data and ensure you sign to say that we have permission to hold it. As a school we have a legal right to hold information about you and your child, but we would rather gain your consent.

Once our GDPR policy is approved by our governors, it will be placed on our website along with a list of companies that hold information (e.g. our MIS system and assessment systems etc.). If you would like any more information before that time you can access some on the Information Commissioner's Office's website or contact the school via email dpo@edgewood.notts.sch.uk

To ensure we comply with GDPR, any consent to hold your information needs to be for **each child** you have at Edgewood Primary School – **consents are not transferable to different children**.

Please note we must have the **signed consent of each contact** so that we can hold their information.

You cannot sign for another contact. Without this consent, we cannot hold the information of anyone who isn't a parent as defined by Section 576 of the Education Act (1996). This refers to the natural parents of a child, whether married or not; anyone who has parental responsibility for a child; and any person, who although not a natural parent, has care of a child.

Attached to this letter you will find a blank data capture form. I am sorry we can no longer send out pre-populated forms. We also need to ensure our information is accurate and up-to-date and we cannot send your information out as we used to under this new regulation.

Please can you complete this form and **gain signatures from each contact** and return it to school by **11th May 2018** so we have time to process them before the 25th May. If you are able to get them back to us earlier we would really appreciate it.

Yours sincerely,

Ed Seeley,
Headteacher

Katherine Campsall
Data Protection Officer



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