Dear Parents,

**Changes to Data Protection Law – The General Data Protection Regulation (GDPR)**

Many of you will be aware of changes to current data protection legislation which take effect later this month. The purpose of this letter is to direct you to the relevant documents we will be publishing on the school website in relation to this next week.

Our school collects and processes a range of data about our pupils so we are able to:

1. Meet our legal duties.
2. Ensure we are able to operate safely and efficiently.

We also hold parent data to allow information to be sent to families and to have contact details in the event of an emergency.

In most circumstances, data used in school is only shared when it relates to a specific purpose covered by one or both of the above. Neither pupil or parent data is shared for purposes other than these (e.g. it is not passed onto third parties for marketing purposes).

Some of the data we use is hosted by third parties (e.g. our electronic payment system). We are in the process of collecting written assurances from these organisations stating their compliance with the legislation.

Two documents will be published on the school website in the ‘Key Information’ section under the title ‘Data Protection’. They are:

1. A revised Data Protection Policy.
2. A Privacy Notice for Pupils which explains the reasons and methods for processing data related to a child.

Both provide further detail about the of use data at this school and the precautions taken to maintain its security.

Occasionally, we may need to use pupil data for reasons other than those listed earlier. In cases such as these, your consent must be given before we proceed. One of the key changes to the law is that a non-response can no longer be taken as consent.

One of the areas where we do need consent is in the case of your child’s image being captured in photographs taken in school. Although you may have provided this previously, we would like to revisit this in the light of the new law. Therefore, you will receive a form which enables you to do this and the resulting consent will last until your child leaves the school or if you choose to withdraw it, whichever is the sooner.

This has been a complex piece of legislation to interpret at school level and advice from the Department for Education, the Information Commissioner’s Office and Birmingham City Council has informed our work throughout to ensure that the school meets its legal duties.

Yours sincerely,

Mr S Smith

Headteacher