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Headteacher: Mrs Sharon Irwin

21st May 2018

Dear Parents and Carers

Changes to Data Protection Law

You may be aware that from 25th May 2018, the rules around data protection are changing. The 'General Data Protection Regulation' (GDPR) will change how we can use your personal data and keep it safe, and will also strengthen your rights over your own data. As public organisations, schools are required to comply.

We have been complying with the Data Protection Act 1998 since its introduction, and are very experienced at working within such regulations. However, it will be necessary to make some changes to policies and procedures in readiness for the new regulations, and to correspond with "data subjects" who include students and parents/carers.

At Oxspring, we started our GDPR journey several months ago. We have:

- Formulated an action plan.
- Reviewed our compliance with the new regulations.
- Made everyone in school aware of GDPR through training and development work.
- Appointed a Data Protection Officer.
- Appointed a GDPR governor.
- Reviewed all of our data and documents and revised our policy in line with the new legislations.

The point of this is to make sure sensitive or private information about you and your child / children stays safe. 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.

One of these changes is that we have updated our **Privacy Notices** and **Data Protection Policy** in line with the new legislation. We have attached a copy of the revised Privacy Notice for pupils and families for your information. Could you please read and sign the declaration form, which will be sent out with your child in a paper copy, and return it to school by **Friday 25th May 2018**.

In addition, we are also re-seeking consent for a variety of activities, including the use of photographs or videos of your child on our website, internal displays and other school materials. Could you please read and sign the consent forms which will be sent out this week and return them to school by **Monday 4th June 2018** please. The information in the consent forms will be used throughout your child's time at Oxspring. **You may withdraw your consent at any time by contacting the office.**

All updated GDPR resources and relevant policies will be made available on our website and paper copies can be requested from the school office. If you have any questions about how the GDPR affects you, or how our school has been preparing, please do not hesitate to contact me.

Kind regards

Sharon Irwin

