



# HORMEAD C of E FIRST & NURSERY SCHOOL

Headteacher: Mr Philip Asher



Friday 25<sup>th</sup> May 2018

Dear Parents and carers,

## RE: GDPR – New data protection regulations

As you may already be aware, the 25<sup>th</sup> May 2018 marks the enforcement of the General Data Protection Regulation (GDPR). The GDPR replaces the Data Protection Act 1998 and is designed to strengthen the safety and security of all data held within an organisation, making sure processing and storage procedures are consistent. Under the GDPR; every person has the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that the school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where 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.

The GDPR will result in small changes to the way we already request, handle and store information. It will also impact how we share information and how we inform parents about what we use the information for. We have therefore updated our Privacy Notices (now available on our website) and are in the process of updating our school policies to reflect the changes in legislation. They identify what information we collect, how we collect, store and process it, and how we share it. Additionally, they outline your right to complain to the Information Commissioners Office. Relevant policies will be published on our website.

Consent must now be a 'positive indication', which means that it has to be opted into, clearly and unambiguously. We ask for consent when a pupil joins our school through the consents section of our General Registration form. We have reviewed the consents asked for and no further action is necessary at the moment. If you wish to clarify what consent you have already provided, please ask at the office. If you change your mind about any consent we have, you can withdraw (or provide) consent in writing.

Finally, schools are required to appoint a data protection officer (DPO) to monitor school data use and policy. In our school, this role is held by Mrs Anna Inman (Parent Governor). You can contact the DPO through a direct email address: [dpo@hormead.herts.sch.uk](mailto:dpo@hormead.herts.sch.uk) or through the school office.

If you have any questions about GDPR, you can contact the ICO on 0303 123 1113 or by using their [live chat](#), or you can visit their [Guide to the General Data Protection Regulation](#) webpage.

Yours faithfully,

Mr Philip Asher  
Headteacher

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