

14<sup>th</sup> May 2018

Dear Parents,



**Re: changes to the data protection law**

You may be aware that from May 25<sup>th</sup>, 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.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act (1998), there are a few differences, so we need to make some changes at the school in order to ensure we remain compliant.

One of these changes is that we have updated our privacy notice; it can now be found on the school website by following this link [www.redmile.leics.sch.uk/policies.htm](http://www.redmile.leics.sch.uk/policies.htm) The document can be found under the Parents' Information tab/Policies and Documents, along with further information about GDPR. We can also supply a paper copy of the privacy notice on request. We are required to inform pupils of the school that there is a notice for them contained within the document; please read it with them and help them to understand as much as possible.

We would also like to request that if you send us an email about your child, it is essential that you DO NOT type their name or initials in order to protect their anonymity. Using a phrase such as, 'My child' or 'My son in Class X' would be acceptable. If an attached document needs to be sent to us that contains information that might identify an individual, then it should be encrypted/password protected using your child's 6-digit date of birth, e.g. 090513.

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact Mrs Hopkins or Mrs Griffiths who are both working on ensuring that the school is fully prepared and compliant. Our interim school data protection officer is Jonathan White (school governor); contact details are contained within the draft data protection policy, also found on our website.

Yours sincerely,

Mrs J V Hopkins

Executive Head teacher

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