

General Data Protection Regulation (GDPR) Letter to Parents

RE: The GDPR and Penwortham Priory Academy

23rd May 2018

Dear Parent / Guardian,

As you may already be aware, the 25th May 2018 marks the enforcement of the General Data Protection Regulation (GDPR). The GDPR will replace the Data Protection Act 1998 and is designed to strengthen the safety and security of all data held within an organisation, and make sure processing and storage procedures are consistent.

The GDPR will result in some significant changes for the school and we will have to prove compliance by having effective policies and privacy notices in place. Privacy notices must include new information, such as an individual's rights and details of the Information Commissioner's Officer (ICO). Privacy notices must also be given to children and have to be written using age-appropriate language.

One of the biggest changes has been in terms of consent; consent must be a 'positive indication', which means that it has to be opted into, clear and unambiguous. Any consent given under the Data Protection Act 1998 will be reviewed and reobtained if necessary. This means the school may have to ask for you to consent to things again.

Finally, schools are required to appoint a Data Protection Officer (DPO) – the DPO for Penwortham Priory Academy is Mrs C Barker and they can be contacted on data.protection@priory.lancs.sch.uk or 01772 320250.

The GDPR will require changes to be made to some school policies and procedures. While some policies will need small updates, others will require re-writes. When policies have been checked and ratified, they will be published on the school's website, which can be accessed at <https://www.priory.lancs.sch.uk/>.

Enclosed are 2 privacy notices, one for your child to read and one for you. Once you have read and understood your privacy notice, I would like to ask you to complete the declaration slip on the last page and return it to the school office. Before you give consent to anything, it is vital that you have read and understood the privacy notice, as the school wants to ensure that you understand what we are doing with your data and that you know we are acting legally.

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. You are also welcome to direct any questions you have to our DPO.

Yours faithfully,



Mr M Eastham
Headteacher

