



8th June 2018

Dear Families

Making it easier for you to find out how we handle data about your children

On 25th May 2018, one of the biggest changes to UK data privacy law came into effect. The General Data Protection Regulation, known as GDPR, is a step towards you having more control over how your child's personal information is used and how you're contacted. The changes are designed to better protect your child's personal information.

We won't be changing the ways we use your child's personal information, but our new privacy notice will provide you with additional details such as:

- Your increased rights in relation to the information we hold about your child
- How we keep your child's personal information secure
- The types of personal information St Swithun's Catholic Primary School collects about your child, how we collect it and use it
- The legal grounds for how we use your child's information

The new privacy notice, which is attached to this email, is also available on our website under the GDPR tab. Should you need these in different languages, we suggest you refer to our website and use the Google Translate feature available there. Should you need a paper copy, please do ask at the School Office.

We have also updated our Consent Form and we will need you to complete it and return to us by 29th June 2018. You can:

- Complete the online form available on our website under the GDPR tab, or
- Complete the attached form

You **must** complete this form for us to be able to carry out the day to day running of our school.

If you have any questions relating to these changes, please email our Data Protection Officer who is contactable on correspondence@st-swithuns.portsmouth.sch.uk, via the Contact Us page on our website, or by phone on 023.9282.9339.

Yours sincerely

Andrew Olive
Headteacher

