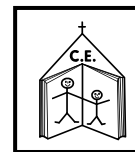


# Burbage C of E Infant School

*Laying the foundations for a lifetime of learning*

Grove Road  
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LE10 2AE



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Dear Parents and Carers

18th September 2018

At Burbage C of E Infant School we are progressing towards compliance with the new General Data Protection Regulations (GDPR) implemented on 25th May 2018.

Like many schools, we have been awaiting guidance to be issued by the Independent Commissioners Office (ICO) and EU's Article 29 Working Party. We recognise that we cannot wait until all guidance has been released to implement our GDPR programme, so have been pragmatic, progressing with our plan. We continue to review guidance as it becomes available and will adjust our implementation as appropriate.

We know that complete GDPR compliance can only be achieved through a collaborative and transparent approach, and we also want to ensure that this is comprehensive and complete. To help and promote compliance, we have appointed a Data Protection Officer.

In recent weeks, we have been working on the following:

- Identification of a Data Controller;
- Data mapping and Data Asset Register;
- Embedding data privacy into all our processes;
- Information security risk;
- Third party risk and our data partners;
- Reviewing our procedure in handling Data Subject Access Requests (SARs);
- Reviewing Data Privacy Breach procedures;
- Ongoing monitoring of systems and procedures.

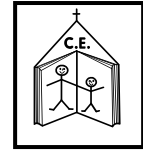
Our GDPR commitment is as follows:

- To keep you informed as to how your data is being used;
- To keep your data secure and confidential;
- Not to pass on your data to any third party without your consent;
- Only to use your data for the intended and legitimate purpose.

Consent is changing to be more explicit/transparent so at the point of data collection, the individual will need to be informed exactly how their data will be used and who it will be shared with. Due to the GDPR we need to obtain your consent to use the email address and mobile number that we have on record, so that we can continue to communicate with you using our text and email service.

We will use these to contact you with information about, but not restricted to, school-based activities. For example, letting you know that an after-school club is cancelled, inform you about school closures or activities in the school community (such as the PTA) and other activities which may be of benefit to you or your child(ren).

Attached to this letter is our updated Privacy Notice - this is also available on our website (in the Policies section). **Please read this document and sign the attached form to confirm you understand its role. Please return your completed form to school as soon as possible.** (Paper copies of the form will also be sent via book bags.)



## Email and Texting Service Consent

This consent is for the full duration that your child(ren) attends Burbage C of E Infant School but please remember, under the GDPR you can withdraw your consent at any time by writing to the school office.

Child's Name: ..... Class: .....

**I agree / do not agree** to my email and mobile number being used for the purpose stated above.

Signed: ..... Date: .....

**I agree / do not agree** to my email and mobile number being used for the purpose stated above.

Signed: ..... Date: .....

## New Privacy Notice Declaration

I / We, ..... (insert names) declare that I /We understand:

- Burbage C of E Infant School (referred to as 'the school') has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements;
- how the school uses my data;
- that the school may share its collected data with Leicestershire County Council (LCC) and ultimately the Department for Education (DfE);
- the school will not share my personal data with any other third parties without my consent, unless the law requires the school to do so; the school will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed;
- my data is retained in line with the school's GDPR Data Protection Policy;
- my rights to the processing of my personal data;
- where I can find out more information about the processing of my personal data.

Signed: ..... Date: .....

Signed: ..... Date: .....