



3<sup>rd</sup> May 2018

Dear parent/carer

## Re: changes to data protection law

You may be aware that from May, 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 in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

One of these changes is our updated privacy notice. Please find it attached. We have also updated our Data Protection Policy, which is available on our website along with the privacy notice.

As part of our work to comply with the GDPR, we are also re-seeking consent for use of photographs under the GDPR act.

This has been included on the attached Student Update Form. We would appreciate it if you complete this and returned it to the school office by **4<sup>th</sup> June 2018**. In previous years we have sent out a consent form annually, however this will be the last time you will need to complete this due to the changes in the way we will process data.

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact myself ([Hannah.clark@lincolncarltonacademy.lincs.sch.uk](mailto:Hannah.clark@lincolncarltonacademy.lincs.sch.uk)) or Carla Wray ([Carla.wray@lincolncarltonacademy.lincs.sch.uk](mailto:Carla.wray@lincolncarltonacademy.lincs.sch.uk)) as school data protection leads or in our absence the Trust data protection officer, Claire Wilkins: [cwilkins@cfbt.com](mailto:cwilkins@cfbt.com), 0118 902 1637.

Yours faithfully,

Hannah Clark

HR & Area Administrative Manager and Data Protection Lead

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