

11th May 2018

Dear Parent/Carer,

Re: General Data Protection Regulation May 2018

On the 25th May 2018, the General Data Protection Regulation (GDPR) will replace the Data Protection Act 1998. The GDPR requires schools and other public authorities and businesses to identify a lawful basis for storing personal data and audit information we already hold.

To ensure The Arnewood School is compliant with GPDR it is important that we keep comprehensive and up to date records on our students and their contact information.

This is particularly essential in times of an emergency or where a school wide message requires your attention.

Enclosed with this letter are the following:

- Letter inviting you to sign up for SIMS Parent Lite, this enables you to update your Child's and your personal details securely through the website – with reply slip.
- Educational Trips and Visits Medical letter – with reply slip.
- Privacy Notice for Parents/Carers and students.
Please also read this alongside our Data Protection Policy and Data Retention Schedule (both available on the website, please request a paper copy if required)

Please assist us with signing the reply slips for each of the above and returning to your child's tutor by 22nd May 2018.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>

Yours faithfully,

Miss S Milligan
IT Manager and Data Protection Officer

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