



Dear Parent,

As we are sure you will be aware there are data protection changes coming into effect on 25th May 2018. Any work we undertake from that date must be compliant with all new laws and we have taken the relevant steps as school to ensure this.

To ensure that we are complying with all regulations please can you complete the form below and return it to us by

Parent Name: _____

Child Name: _____ Year: _____

Please answer the following questions by ticking the relevant boxes:

Do we have permission	Yes	No (please state)
To communicate with you via: Telephone, email, Schoolcomms, text, eSchools (our website and Online Learning platform), closed private Facebook group, parent questionnaires		
To keep your information that we hold including: Children's contact details, national curriculum assessment results, photographs/images, attendance information, any exclusions information, where they go after they leave us, child protection information and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information, feedback from parent questionnaires		
To keep your files: To keep files/forms that you send us for a minimum of three years and then us to dispose of in a manner that is in accordance with the current GDPR Regulations.		
To keep backup files: For data to be stored on our back-up devices.		

Signed: _____

Date: _____