

25th May 2018

Dear Parent/Carer

THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

I am writing to introduce myself as the Data Protection Officer for Trinitas Academy Trust and your child's school. On 25th May 2018 the General Data Protection Regulation will come into affect. The GDPR is a piece of EU-wide legislation determining how personal data is processed and kept safe and the legal rights individuals have in relation to their own data. As public organisations, schools and academies are required to comply. Our schools already have strong data protection policies in place but these are being updated in line with GDPR. We already highly value and protect all of our pupil, parent and staff data and will continue to do so in the light of the new regulations.

We need to hold personal information about your child on our computer systems and in paper records to help us with their educational needs. The Principal of your child's school is responsible for the accuracy and safe-keeping of these records. Please help to keep your child's records up to date by informing us of any change of circumstances. A new app will be launched soon to help you to do this safely and efficiently – watch out for more information.

School staff have access to your child's records to enable them to do their jobs. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

Information about your child is held securely and appropriate safeguards are in place to prevent accidental loss. When your child begins school you are asked to give consent for certain activities and some may relate to personal data (e.g. permission for the use of photographs of your child in publications and the school website). You may review, withdraw or change this consent at any time by contacting the Principal of your child's school.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as educational reports for insurance, solicitors etc.

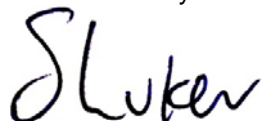
To ensure your child's privacy, we will not disclose information over the telephone or by email unless we are sure that we are communicating with you - the parent/carers. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

You have a right to see your child's records if you wish. Please ask at the school's office if you would like further details. An appointment will be required.

The above is a brief overview of our work to protect personal data. Our school websites have a Data Protection page where you can find out more.

A new Privacy Notice has been sent along with this letter, please read it. I can be contacted by appointment at the Trust offices at Trinity School, Erith Road, Belvedere or via email at dpo@trinitasacademytrust.org

Yours sincerely



Sam Luker (Mr)
Data Protection Officer
TRINITAS ACADEMY TRUST

Ian Collins
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