

Dear Parents/Carers

At Gaddesby School Community we are progressing towards compliance with the new General Data Protection Regulations (GDPR) which was implemented on 25th May 2018.

Like many settings, we have been taking guidance issued by the Independent Commissioners Office (ICO) and EU's Article 29 Working Party. We have been pragmatic, progressing with our plan and 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 text messaging and email.

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

Attached to this letter is our updated Privacy Notice - this will also be available on our website. Please read this document and sign the attached form to confirm you understand its role.

### Email and Texting Service Consent

This consent is for the full duration that your child(ren) attends Gaddesby School Community, but please remember, under the GDPR you can withdraw your consent at any time by writing to the GSC office.

Childs Name		Class	
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**I agree**   **do not agree**   (please tick appropriate box) to my email and mobile number being used for the purpose stated above.

Signed		Date	
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### New Privacy Notice Declaration

I,		declare that I understand:
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- Gaddesby School Community (referred to as 'the setting') has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements;
- how the setting uses my data;
- that the setting may share it's collected data with other organisations which may help my child
- the setting will not share my personal data with any other third parties without my consent, unless the law requires the setting to do so; the setting 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 setting'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	
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