



# EVINGTON VALLEY PRIMARY SCHOOL

*Caring and Learning Together*

25<sup>th</sup> May 2018

Dear Parent/Carer

At Evington Valley Primary School we are progressing towards compliance with the new General Data Protection Regulations (GDPR) which has been implemented today.

Like many schools, we have been awaiting guidance to be issued by the Independent Commissioners Office (ICO) and EU's Article 29 Working Party. We recognise that we can't wait until all guidance has been released to implement our GDPR program, so have been pragmatic, progressing with our plan. We 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 our text and email service.

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

Attached to this letter is our updated Privacy Notice - this is also available on our website. Please read this document and sign the attached form to confirm you understand its role. The completed form should be returned to your child's class teacher by Friday 8<sup>th</sup> June 2018.

Yours faithfully  
Jill Griffin  
Headteacher

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Headteacher: Jill Griffin



We're working  
towards Artsmark  
Awarded by Arts  
Council England

## Email and Texting Service Consent

This consent is for the full duration that your child(ren) attends Evington Valley Primary. Please remember, under the GDPR you can withdraw your consent at any time by writing to the school office.

Child's Name..... Class .....

Child's Name..... Class .....

Child's Name..... Class .....

Child's Name..... Class .....

**I agree / do not agree** to my email and mobile number being used for the purpose stated overleaf.

Your name .....

Relationship to the child(ren) listed above .....

Signed.....

Date.....

## New Privacy Notice Declaration

I, ..... declare that I understand:

- Evington Valley Primary School (referred to as 'the school') has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements;
- how the school uses my data;
- that the school may share its' collected data with Leicester City Council (LCC) and ultimately the Department for Education (DfE);
- the school will not share my personal data with any other third parties without my consent, unless the law requires the school to do so; the school 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 school'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.....