



South Lake Primary School

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Mrs A Butler-Willis
Headteacher

1st May 2018

Dear Parents/Carers

General Data Protection Regulations (GDPR)

There are new Data Protection regulations coming into effect on 25th May 2018 and South Lake Primary School are currently working towards ensuring compliance with their requirements.

We are currently auditing and reviewing our procedures and policies, and considering implementing new systems where necessary. We have a Data Protection team in place and are in the process of training all staff so that they are aware of the changes and the effects it may have.

In the coming weeks we will be updating Privacy Notices, policies and consent forms and these will be sent to you in due course. In the meantime, please be assured that the following is already in place:

- We are obliged to hold personal information about your child on our systems to help us with their educational and health needs and to be able to contact you. Please help to keep your child's records up to date by informing us of any change of circumstances.
- School staff have access to your child's records to enable them to do their jobs. It may be necessary to share information with others involved in your child's care. Anyone with access to your child's records is governed by a legal duty to keep their details secure, accurate and up to date.
- Information about your child is held securely and safeguards are in place to prevent accidental loss.

If you have any concerns and wish to speak to someone about the data we hold, please make an appointment to speak to a member of the Data Privacy Team (Mrs Butler-Willis, Miss Payne or Mrs Stobie).

Yours sincerely

Mrs Butler-Willis
Headteacher