



Hutton All Saints' C. of E. Primary School

An Academy School



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Commitment to Excellence within a Caring, Christian Environment.

Tuesday, 22nd May 2018

Dear Parents and Carers,

In May 2018, to better protect personal data and reduce the number of cyber-related crimes, the new General Data Protection Regulations (GDPR) are being brought into force by the European Commission. At Hutton All Saints' C of E Primary School, we have always taken data security very seriously.

To date, we can assure you that good practice is demonstrated in all of our processes and procedures around data protection; however, the more stringent GDPR means that we have to put into place additional measures and carry out further checks. In order for us to share any parents/carers or child's data/details that is not a statutory requirement, under the new GDPR we have to gain your permission, hence this letter. This has to be repeated at least every year.

As further explanation for you, we thought we would give you some examples of how we share data. If you require any further information around GDPR or how we use/share data, please contact the Head Teacher or the school office.

At Hutton All Saints' C of E Primary School, in order to support learning and ensure every child has access to a broad and rich curriculum, we subscribe to many different types of educational software. To enable each child's progress and attainment to be monitored closely, we often need to supply the software companies with details about your child; these are generally basic details such as name and date of birth.

- In Foundation Stage the teachers use software called 2Simple – for this we have to share your child's name and date of birth, and will often include a photograph showing your child undertaking a certain activity; this is to enable the teachers to share your child's achievements with you.
- We have to statutorily track every child's progress in English, Maths and Science to allow us to report to the Department for Education. We monitor this by not only marking their books, but assessing their work too. These assessments are recorded and continually updated on our assessment spreadsheets.

Hutton All Saints' would like to advise, update and/or send reminders to parents/carers of events, trips etc. using different forms of social media, i.e. messaging service, Schoolcomms. When using our messaging service, we have to share your contact details with the company who sends the messages; at present this is Schoolcomms and School Gateway. No other details other than your name and mobile number/email address are shared with the company, and they will only retain information for as long as is necessary to deliver the service safely and securely. They may need to retain some records to maintain compliance with other applicable legislation. Schoolcomms Privacy Notice can be found at <https://schoolcomms.com/schoolcomms-and-gdpr/>



The celebration of our pupils' achievements is very important to us and so we like to publish photos of the children, for example, at a sporting event, or on our school newsletter and website.

As always, to ensure the privacy and safety of pupils, we operate the following policy regarding publishing photographs of the children or their work, at all times:

Where pupils are photographed, their name will not be provided. Where pupils are named, only their first name is given and their photograph is not used.

We sometimes use photographs to enhance displays around our school and also for marketing. On the consent form for photographs, you will find a section asking your permission to carry on using your child's photograph once they have left the school (should we need to).

Consent Forms

Attached to this letter you will find the following consent forms:

- General Data
- Photographs

Please read all the information above and **return both sheets signed by Wednesday 6th June.**

Please see our school website for our privacy notices, which further outline how our organisation uses and protects your personal information.

Yours sincerely,

Mrs J Manookian
Head Teacher

