

May 2018

Dear Parents and Carers

### **Changes to Data Protection Law**

You may be aware that from later this month, the rules around data protection are changing. The 'General Data Protection Regulation' (GDPR) will change how we can use your personal data and keep it safe, and will also strengthen your rights over your own data.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

One of these changes is that we have updated our privacy notice. We have attached a copy of the revised Privacy Notice for your information, it is also available on the academy's website.

As part of our work to comply with the GDPR, we are also re-seeking consent for using photographs or videos of your child on our website, internal displays or other academy materials. We have enclosed this form along with our Photography Policy, and would appreciate it if you filled this out and returned it to the academy by Friday 25th May 2018. The information in this form will be used throughout your child's time at academy. You may withdraw your consent at any time by contacting the academy.

We also require explicit consent to hold biometric data relating to your child as used by the cashless catering system in the academy. Attached to this letter is a copy of our Biometric Policy and a consent form that can be completed by a parent/carer and your child.

Finally, the GDPR requires the academy to ensure that all data held about you is accurate and up to date. I have, therefore, also enclosed a data capture form that I would be grateful if you could complete and return to the academy to ensure that our records are correct.

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact either myself or the academy office.

Yours faithfully

Mrs A Sweeten  
Principal

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.