

Dear Parents & Carers,

As you may be aware, new data protection regulations are coming into force on 25<sup>th</sup> May 2018. To ensure that we are meeting with the requirements of the new regulations, the school is currently undertaking a programme of work to ensure we are fully compliant with the new regulations.

Full details of the nature of data which we hold and the reasons for our retention of it can be found in the Parent & Carer Privacy Statement on the school website. Please follow the link below and take some time to familiarise yourselves with the contents of the document. The document also details your rights in relation to requesting access to your data and the obligations of the school to provide this access. If you would like a paper copy of the document, please do contact the school office. We will inform you if there are any updates to this documentation.

<https://stanleyhigh.co.uk/school-information/general-data-protection-regulation-gdpr/>

### **Parent & Carer Privacy Notice**

We will be working with pupils to raise awareness of their rights as data subjects. To this end, the school has also produced a Pupil Privacy Statement to clearly present their rights as data subjects. You can access this document by following the link below:

<https://stanleyhigh.co.uk/school-information/general-data-protection-regulation-gdpr/>

### **Pupil Privacy Notice**

We will be issuing your child with a Pupil Consent Form for signing regarding the use of photography and name. Under the regulation any pupil over the age of 13 can sign the form themselves. Should you have any concerns please contact us. Should your child be under the age of 13 when signing we would also like the form to be signed by a parent or carer. You can access this document by following the link below:

<https://stanleyhigh.co.uk/school-information/general-data-protection-regulation-gdpr/>

### **Pupil Consent Form**

Please do not hesitate to contact the school if you would like to discuss any of the information contained in these documents further. Our senior leadership lead on this new legislation is Mrs Shawe. You can contact her at [DPO@stanleyhigh.co.uk](mailto:DPO@stanleyhigh.co.uk). The school has appointed an independent Data Protection Officer (DPO) to guide us through the requirements of the new legislation. The DPO has legally prescribed obligations which are explained in the Privacy Statements referred to above.

If you have any further concerns you can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Yours faithfully

Mr N. Moore  
Headteacher  
Stanley High School