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Headteacher: Mrs KL Edmenson

24th May 2018

Dear parent/carer

Re: changes to data protection law

You may be aware that from 25th May, 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.

Main principles:

- Data must be: processed lawfully, fairly and transparently.
- Collected for specific, explicit and legitimate purposes.
- Limited to what is necessary for the purposes for which it is processed.
- Accurate and kept up to date; held securely.
- Only retained for as long as is necessary for the reasons it was collected.
- Processed in a secure manner.

There are also stronger rights for individuals regarding their own data.

- The individual's rights include:
 - To be informed about how their data is used,
 - To have access to their data,
 - To rectify incorrect information,
 - To have their data erased,
 - To restrict how their data is used,
 - To move their data from one organisation to another,
 - To object to their data being used at all.

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.

As part of our work to comply with the new GDPR we are updating our privacy notice to reflect the principles of GDPR with regards to personal data.

Our new privacy notice can be found at either:

<https://www.hemlingtonhallacademy.co.uk/policies/>

<https://lingfieldeducationtrust.com/privacy-policy>

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact the school office and ask to speak to the School Business Manager.

Yours faithfully,

Mrs K. Edmenson

Head Teacher

(Accessible formats available on request)

