

**Pound Lane**

**Nailsea**

**North Somerset**

**BS48 2NP**

**Telephone: 01275 852720**

**Headteacher:**

**Mrs Jan Thomson**

May 2018

Dear Parents and Carers,

As you will no doubt be aware, new data protection legislation came into force on 25th May 2018. Much of what schools already do to protect data meets the requirements of the new General Data Protection Regulations (GDPR), but there will need to be some changes to how the school captures data and uses it. At the moment, we are engaging in the following activities:

* We have appointed a Data Protection Officer
* Re-writing policies relating to data protection and retention
* Auditing how data is used currently so we are clear where data is used and for what purpose
* Mapping how we share data between information systems so we can avoid data breaches
* Training staff to ensure we are compliant in our actions in relation to data collection, handling and use

Most of the impact of GDPR will be felt behind the scenes. However, there will be a few minor changes that you as parents and carers may notice going forward. These include:

* how we request data from you;
* how we contact you;
* how we gather permission for school trips and who we share this information with;
* how we check who you are if you contact us. There might be more security questions asked by a school. This is to ensure we are talking to the right person

To help you understand how the school is working to meet the new GDPR requirements, I have included a helpful leaflet that outlines what schools nationally are doing to try and ensure we satisfy the new regulations. In addition, the new Privacy Notice that we must provide you with statutorily can be found here <http://www.bwmat.org/wp-content/uploads/2018/05/BWMAT-Privacy-Notice-FINAL-MAY-2018-1.pdf>

As always, please do ask if you have any questions or indeed ideas that might be of use relating to the management and protection of data.

Yours sincerely

Headteacher



**The Bath and Wells Diocesan Academies Trust operating as Bath & Wells Multi Academy Trust**

The Old Deanery, Wells, Somerset BA5 2UG Tel: 01749 372700 [www.bwmat.org](http://www.bathwellsmat.org)

A company limited by guarantee. Registered in England No. 8207095. VAT Reg. 170835015. Registered Office as above

