



North Somercotes Church of England Primary School



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General Data Protection Regulation (GDPR) 2018

Dear Parents/Carers,

I am writing to inform you of new national-level requirements which are coming into force from **Friday 25th May 2018**. The 2018 General Data Protection Regulation will commence on this date and will replace the Data Protection Act (1998). All public and private companies and bodies, which include all schools, who hold and process personal data of individuals, are required to demonstrate their compliance and meet these new regulations as a matter of law.

As a result, we are required to carry out a significant amount of work to ensure that we are compliant with these new regulations. Some of this work involves our internal systems and the creation of new policies but it also means that **we are legally required to request information from you, our parents and carers.**

In matters of Data Protection, North Somercotes CE Primary School is known as a 'Controller'. This relates to the fact that we manage, use and control personal data (information) about you and your children as part of our day-to-day business.

In order to ensure that we are compliant with the new legislation, we must ask you to complete a number of documents, some of which contain information that you will have previously provided.

Attached with this letter you will find our new **Pupil Registration Form**. This form must be completed for **each child** you have at school and all sections should be completed where possible and appropriate. We expect that the information you provide will be much the same as that which we already hold, but we still require you to carry out this process.

PART C (Eligibility Checking System): I cannot stress strongly enough the importance of all parents and carers completing this section. If you are currently eligible, please DO NOT ignore this section. If you do not tick this box, we will lose funding which is currently linked to your child. If you do not know your NI Number, please still tick the 'Yes' box and we may be able to look through our system to find this for you.

This form **must** be completed for each child attending school, without exception. Please complete and return both of these forms to school by **Monday 21st May 2018**.

Over the coming weeks, we may ask you to complete further paperwork and consent forms but will try to minimise the burden on you as much as possible. We will also be providing you with a copy of our Privacy Statement. All I can do is apologise in advance that we are required to ask you to carry out these tasks and hope that you understand and appreciate our legal reasons for doing so.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Mr P. Floyd
Headteacher



Attendance = Achievement

