



Learning Together at the Heart of our Community

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May 2018

Dear Parents/Guardians

Protection of Data

We wanted to let you know that because of the new General Data Protection Regulation (GDPR) that is being introduced in the UK May 25th, we will be providing more details about how we collect and use your personal information.

To put your mind at rest, this will not mean that we are changing the way we collect or use your information, but to help make it easier for you to find out what we do. We have created a new 'Privacy Notice' which includes details about:

- Your rights relating to the information we hold about you
- Why we collect and use this information
- Who processes your information
- Who we may share your information with

Our Privacy Notice will be effective from **25 May 2018** and will be on the school's website. A copy will be sent out to you to read when we ask for you to complete our data collection form, which will be early in the Autumn term for existing parents and in the Summer term for new parents.

The Data Protection Officer is Karen Newey. If you have any concerns on the information we hold or process about you please contact the Head teacher or email karen.newey@clpt.co.uk

Yours Sincerely

Miss K Ridley
Head of School

