



**SAINT AMAND'S**  
Catholic Primary School

St Mary's Road, East Hendred  
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Tel: 01235 833342 Fax: 01235 861320

Headteacher: Mrs Helen Ellery

Chair of Governors: Mrs Kath Oldham

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24 May 2018

Dear Parents/Carers

As most of you will have heard by now, GDPR, General Data Protection Regulation is an EU-wide set of rules around personal data coming into force on the 25th May 2018. At St Amand's we are currently in the Readiness phase toward full compliance with GDPR. This has led to a review and therefore some changes in our current practice.

New GDPR sets out principles for collecting personal data. It states that: data must be collected for a specific purpose; it must be limited and relevant; it must be accurate and up to date; it must be kept for no longer than is necessary; and it must be secure. It is vital that you notify the office of any changes to addresses and telephone numbers.

Attached is our Privacy Notice which is in line with the new regulations. We have a named Data Protection Officer from Turn It On, who will oversee our practice and deal with any queries/breaches. The email address is in the Privacy notice, which is also on our website.

As the year progresses and we will review policies and procedures, particularly our Data Protection Policy and there may be further changes to the way we obtain/display data and ask for your consent. We are currently reviewing our consent forms for using your child's photographs, with options for you to opt in or out, and you will be required to sign and return to the office; these will be sent home at the start of the new academic year. In the meantime we will continue to use consent that you gave when your child joined the school. Please let us know if you wish to opt out of your child's photograph being used on our website before September.

Thank you for your assistance and understanding in this matter.

Yours Sincerely

*Helen Ellery*

Mrs Ellery  
Headteacher