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Dear Parents / Carers,

Changes to Data Protection Legislation

The new General Data Protection Regulations and the Data Protection Act 2018 came into force on 25th May 2018. Many of the main concepts and principles set out in this new legislation are much the same as those in the previous Data Protection Act (1998) and our school Data Protection Policy. We are currently reviewing our policies and practices in the light of the updated legislation. These will be available on our website in due course, with updates on any changes notified via the School newsletter.

The new legislation provides the following rights for individuals:

- the right to be informed
 - Individuals have the right to be informed about the collection and use of their personal data. Individuals must be provided with information including: the purposes for processing their personal data; the retention periods for that personal data; and who it will be shared with. This will generally be set out within a Privacy Notice.
- the right of access
 - Individuals have the right to access their personal data and supplementary information.
- the right to rectification
 - Individuals have the right to request that incorrect personal data is rectified.
 - Personal data can be rectified if it is found to be inaccurate or incomplete.
- the right to erasure
 - The right to erasure is also known as 'the right to be forgotten' and gives an individual the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- the right to restrict processing
 - Individuals can request, in certain circumstances, that the processing of their personal data is 'blocked' or suppressed.
- the right to data portability
 - The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.

- It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.
- the right to object
 - In certain circumstances Individuals have the right to object to the processing of their personal information.
- the right not to be subject to automated decision-making, including profiling

As a cluster of local schools, we have been working together closely to develop a shared understanding of how these changes will affect our schools. We are very aware of the role that data security plays in relation to the safeguarding of all our children.

Enclosed is a copy of our Privacy Notice which details what information we will be collecting from you and the purpose for this.

With this in mind, we require ALL parents / carers to complete a new parent / carer declaration, completing and signing all sections. If you haven't already returned this to us in July, you will have recently been sent another one – please return it to the office as soon as possible.

Also enclosed is a separate letter setting out revised practices for the taking and publishing of photographic material in the light of the new regulations. Please read this carefully.

You can find our new Data Protection Policy on the school website.

Yours sincerely,

Mr Debenham and Headteachers of our local cluster schools

Written and agreed by the following local schools:

Kingsland CE Primary School

Leintwardine CE Primary School

Leominster Primary School

Luston Primary School

Pembridge CE Primary School

Shobdon Primary School

Westfield School

