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Dear Parent / Carer

General Data Protection Regulations (GDPR)

As you will be aware, the new legislation relating to data protection (GDPR) came into effect on 25th May 2018 to control the collection, storage and use of personal data by all organisations.

At The Shrubberies School we hold personal and sometimes sensitive data about students and families. We are firmly committed to the correct and robust handling of such data in line with the legal requirements, and as part of our school values.

The new laws have provided a welcome opportunity to review the way in which we collect, store and use data. I am pleased to say that our processes were already of a high standard, but to support the requirements we have made a number of changes, including:

- The publication of a new Data Protection Policy and a new Privacy Policy, which you can find on our website.
- The provision of staff training sessions to ensure that they are both fully aware of our responsibilities under the new regulation, but also that they recognise the importance of data protection as part of the culture within a caring school.
- The appointment of Gloucestershire County Council as our Data Protection Officer and to provide support.
- The contracting of Gloucestershire County Council to provide audit and support to as we change our policies and procedures to comply with the GDPR.
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Whenever we collect data in the future, we will have an updated set of questions about how we can use certain classes of information. If we believe that we need to seek further permission for any data we already hold, we will write to you.

It is crucial that you return any consent forms to the school, as we have to have your written permission to collector use personal data.

We have endeavoured to make the changes around these new regulations as clear as possible, but if you have any questions please do not hesitate to contact us.

Yours sincerely,

Jane Jones
Head Teacher

