



# Navenby Church of England Primary School

East Road, Navenby, Lincoln LN5 0EP. Tel: 01522 810628

Email: [enquiries@navenby.lincs.sch.uk](mailto:enquiries@navenby.lincs.sch.uk)

School website: [www.navenbyschool.com](http://www.navenbyschool.com)

Headteacher: Mr C Elliott NPQH BA (Hons) QTS



18<sup>th</sup> May 2018

Dear Parents and Carers,

On 25<sup>th</sup> May 2018 changes are being implemented to Data Protection laws, known as General Data Protection Regulations or "GDPR". You may have become aware of this due to an increase in post and emails from other services you use in recent weeks outlining the changes they have to make under the new guidance. GDPR seeks to bring current data protection law into line with the more modern ways that data is now being used.

Schools have always had to comply with data protection legislation so there is little immediate impact on how we work. However, the advent of the GDPR has prompted us to consider and review our processes so we continue to be compliant.

If you would like to read more about the legislation the following link gives a comprehensive explanation.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Navenby Church of England Primary School has always followed the Lincolnshire County Council's (LCC) Data Protection Policy and used their Privacy Notices. GDPR requires us to be more explicit than in the past so we have produced a new GDPR Policy, from the LCC schools model, that is specific to our school.

Similarly we have created a Privacy Notice which is in line with Department for Education models, but representative of our school. This explains what data we hold and why we need to hold it. A copy of this is on the school website but if you would like a paper copy then please ask Mrs Prior, Mrs White or Mrs Howard in the school office.

We are also taking this opportunity to update the data and consent we hold for our families, so it is in a format that complies with the new regulations. A copy of this will be coming home soon which we require you to complete and return to school as soon as possible and a prompt response would be appreciated.

Whilst there may appear to be a lot going on, the key point is that we will always be asking you for your consent where data and information about your child is concerned. This has always been the case, so you should not notice anything different. The main changes will be in school and how we store, use and dispose of the data we hold on you and your children.

If you have any questions about the new regulations, please contact Miss Hattersley who is our school's nominated Data Protection Officer (DPO).

Yours sincerely,

Craig Elliott  
Head Teacher

