



*'We can and we will'*

## **GLEBE PRIMARY SCHOOL**

**Headteacher: Mrs M Penney BA (hons), PGCE, MA**

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18<sup>th</sup> May 2018

Dear Parents/Carers

### **GDPR compliance: Permission to use your personal data**

As you may be aware, the General Data Protection Regulations (GDPR) comes into force on 25<sup>th</sup> May 2018. This new regulation requires us to seek your permission to continue to hold and use personal information you have previously supplied to us and for defined purposes.

The personal information we hold for you (where applicable) includes your:

1. Name and home address
2. Home and mobile telephone number
3. Email address
4. Place of work details

We hold this data for the following two key purposes:

1. To provide you with important and timely information about the school and your child/children via email, SMS text, letter and telephone including:

- Important notifications about the school
- General school updates and information from the Parent-Teacher Association (PTA), including events
- The school newsletter
- Information about your child/children

2. To be able to contact you in the event of an emergency

To ensure we comply with the GDPR and enable us to continue to hold and use the above personal information for these two key purposes, please provide us with your permission to do so by completing and returning the form overleaf by **25<sup>th</sup> May 2018**.

If we do not receive your completed form by 25<sup>th</sup> May the regulation requires us to remove your personal information from our records and stop using it for these purposes.  
Please do not hesitate to contact me if you have any questions.

Yours faithfully

*M Penney*

Headteacher

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Purpose:	Means of communicating:	
1. To provide you with important and timely information about the school and your child/children	Email	
2. To be able to contact you in the event of an emergency	SMS text	
	Letter	
	Telephone	

Childs Name:..... Class.....

Signed ..... Print Name .....

Dated .....

Signed ..... Print Name .....

Dated .....



