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Headteacher: Mr Ben Jeffery

21st May 2018

Dear Parents and Carers,

### **Privacy notice for pupils**

The law about how organisations hold and use information about people is changing, in the first major update to data protection laws in 30 years. The General Data Protection Regulation (GDPR) is a piece of EU-wide legislation which will apply to all organisations – including schools – from May 25, 2018 and will continue to apply even after the UK leaves the European Union.

One of the most important changes is a new requirement for organisations to clearly communicate how information they hold about you is used, the reason they hold it, and your rights. These are set out in what is called a 'privacy notice'.

The Trust's privacy notice for pupils can be found on the school's website. It explains what information we hold, why we hold it, what we do with it, and in what circumstances we share it with other people and organisations.

We haven't changed the information we hold, and you do not need to do anything in response – but in line with the new laws we wanted to make sure you are fully aware of how we use information about you.

If you have any questions about our privacy notice or would like to request a copy, you can email [dpo@swatrust.co.uk](mailto:dpo@swatrust.co.uk) or get in touch with the school office.

Kind regards,

Ben Jeffery  
Headteacher

*Learning together to create a better future*