



The Horsell Village School
Church Hill, Horsell
WOKING, Surrey
GU21 4QQ
Tel: 01483 714804
Fax: 01483 769670

Headteacher: Elaine Cooper
21st May 2018

Dear Parents

Re: Compliance with the General Data Protection Regulation

Data Protection Law is changing and we want to keep you up to date with the steps that The Horsell Village School is taking. On the 25th May 2018 the General Data Protection Regulation, known as GDPR, comes into effect. The GDPR imposes additional obligations on organisations and gives you additional rights around how your data is used. These new requirements have called for us to review the data we hold in school, in all its forms. We want you to know that The Horsell Village School respects the information we hold on you and your child and that we take the security of your information very seriously.

If you would like to learn more about the GDPR and what it means for you as a Parent of a child at school, then please follow the link to watch a [5 minute video](#) prepared by GDPRiS. There is more information in the form of an infographic document for Parents- [please follow this link](#).

We have published a new Privacy Notice to give you more information on the data that we hold on you and your child and what we do with that data, who we share your data with and your new rights under GDPR. In addition, we have created 2 new policies the GDPR Data protection Policy and Subject Access Request Policy - and these can be found on our website under the 'key information tab'.

We attach a summary of some of the current information we hold for your child, along with a copy of the Privacy Notice for Parents and Pupils, which you can also find on our website under the GDPR section on the Key information Tab.

Part of the review means that we now have to request specific permission from you for when we use your data for purposes not specifically laid down in law. Permission is required to take and store photos of your child for purposes not specifically relating to the running of the school or for the children's Pastoral care, and permission is required for the few occasions when we share your data or your child's data with trusted suppliers and businesses in order to either provide you with access to their services or allow us to add to the smooth day to day running of the school. Two separate permission forms are attached to provide us with these permissions and we ask you to complete them both and return them to the school office before **Thursday 24th May 2018**.

Thank you for your help in this matter.

Yours sincerely,

Elaine Cooper
Headteacher

Enc: Privacy Notice, Photo permission and Data sharing permission

email: reception@horsell-village.surrey.sch.uk

Website: www.horsell-village.surrey.sch.uk

The Horsell Village School is a charitable company limited by guarantee and registered in England and Wales with company number 08622047. The registered office is Church Hill, Horsell, Woking Surrey GU21 4QQ

