



20th April 18

Dear Parent/Carer

New General Data Protection Regulation (GDPR) 25th May 2018

You may have heard recently about changes to data protection regulations which will come in to force on 25th May 2018. These changes will affect everyone, and every organisation, in some way.

As a school, we act as a *data controller* under the new GDPR and as such define how and why personal data is collected, stored, and used. We also utilise *data processors* – third parties that process the data we control on our behalf. As a *data controller*, we must comply with the new regulation as well as ensuring any *data processors* we use also comply.

We will achieve this by ensuring personal data is processed lawfully, transparently, and for a specific purpose. Once that purpose is fulfilled and the data is no longer required, it will be deleted and/or destroyed. Personal data is anything relating to an identifiable person, for example, a spreadsheet holding student address information.

We currently comply with existing legislation, the Data Protection Act 1998, and are very experienced at working within such regulations, yet it will be necessary to make some changes to policies and procedures in readiness for 25th May. You will receive information over the coming weeks and months to inform you of specific changes which will affect you and your child.

There are a number of accepted reasons for controlling data, and after months of review and deliberation we have documented our legal basis for each set of data we control, further details of which will be available in our Privacy Policy in due course. Most data we control does not require consent although there are a few areas that do, and one of the biggest changes for us is the way in which we handle it.

Previously, some forms of consent were obtained using an *opt-out* method – you'd have needed to explicitly let us know you didn't want photographs of your child taken, for example. However, under GDPR all consent now needs to be positively opted-in to and we have therefore attached a copy of our new consent form. This consent form will supersede any permission previously provided and from May 25th 2018 consent sought from the old methods will be disregarded. Therefore, in order to help us meet GDPR requirements, we ask you to complete and return the attached consent form via your child's tutor by **Friday 27th April**.

If you would like to read up more about GDPR, the Information Commissioner's Office website is an excellent resource at ico.org.uk.

Yours sincerely

Mr S Clough
Headteacher

Headteacher: STEVEN CLOUGH BSC (HONS) NPQH

Tanfield Lea Road Stanley Co. Durham DH9 8AY Tel: (01207) 232 881 Fax: (01207) 282 922 email: enquiries@tanfieldschool.co.uk
www.tanfieldschool.co.uk



CONSENT FOR PHOTOGRAPHS

At Tanfield School we sometimes take photographs of students. We may use these photos in the school's prospectus, on the school's website, on display boards around school and on the school's social media.

We would like your consent to take photos of your child, and use them in the ways described above.

Please tick the relevant box(es) below.

I give consent for the school to take photographs of my child and use it for any of the purposes as stated above

I **DO NOT** give consent for the school to take or use photos of my child for any of the purposes as stated above

CONSENT FOR BIOMETRICS

Tanfield School uses biometric technology in its cashless catering and library system. This means that students are recognised at the tills and library points by means of a scan of their thumb or finger. This data is then encrypted and serves no purpose other than identification by the cashless / library system within the school.

We would like your consent to hold this data for your child and use it in the ways stated above.

Please tick the relevant box(es) below.

I give consent for my child's biometric data to be processed for the purposes of the cashless catering system and library at Tanfield School

I **DO NOT** give consent for my child's biometric data to be processed for the purposes of the cashless catering system and library at Tanfield School

CONSENT FOR CONTACT FOR FUNDRAISING PURPOSES

Occasionally we may contact you via text or letter requesting donations for fundraising purposes.

This could include non uniform days, comic relief, red nose day etc. We now need your permission to contact you for these purposes.

Please tick the relevant box(es) below.

I give consent for school to contact me via text or letter for fundraising purposes

I **DO NOT** give consent for school to contact me via text or letter for fundraising purposes

Please sign overleaf and return form to school via tutor by Friday 27th April.

Child/children's name _____

Tutor group _____

Parent/ carer's signature: _____

If you do not wish to give us these consents, that is no problem – we will accommodate your preferences.

If you change your mind at any time about these consents you can let us know by emailing the school at enquiries@tanfieldschool.co.uk, telephoning the school, or just popping in to the school office.

If you have any other questions, please get in touch.