Child’s name:

Date:

Dear [parent/carer name],

**Caring for your information**

As you may be aware, new data protection rules came in from 25 May 2018 (called the General Data Protection Regulations or “GDPR”). As part of our ongoing process of meeting the new requirements and best practice we would like to take the opportunity to do two things:

1. **Checking the accuracy of your child’s information**

Firstly, we would like to check that the information we hold about your child, including emergency contact details, are fully up to date. Please see attached a print out of your child’s information from our systems.

1. **Seeking your consent**

Secondly, at [school name], we use information about your child in a number of different ways, and we’d like your consent for some of the ways we use this personal data. We set these out in more detail below. If you’re not happy for us to use information in the ways we list below, that’s no problem – we will accommodate your preferences. Similarly, if you change your mind at any time, you can let us know by emailing [email address], calling the school on [phone number], or just popping in to the school office.

If you have any other questions, please do not hesitate to get in touch.

Your sincerely

Headteacher

Please tick the relevant box(es) below, sign and return this form to school office by [date]

1. **Checking the accuracy of your information:**

|  |  |
| --- | --- |
| Question | Tick (√) |
| I have checked the print out of my child’s information, including emergency contact information, and I confirm the details are correct (or where incorrect I have amended) |  |

1. **My consent**

|  |  |
| --- | --- |
| Question | Tick (√) |
| I am happy for the school to take photographs of my child, to use them on the school website and in the school prospectus |  |
| I am happy to receive marketing materials and fundraising requests from the school and the parent teacher association (PTA) |  |

1. **Signature**

|  |  |
| --- | --- |
| **Signed by Parent/Carer** |  |
| **Date** |  |