

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 288128



*'Where Every Door is Opened
and Every Gift Unlocked'*

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

11th May 2018

Dear Families,

As you may already be aware new Data Protection regulations come in to force on 25th May. The European **General Data Protection Regulation (GDPR)** will apply from 25 May 2018, it supersedes the **UK** Data Protection Act 1998 (DPA).

In order to be compliant we have reviewed and made some amendments to how we inform you about the processing of data in our school. The new guidance embraces the new digital age and allows for a more open and transparent process with the use of personal data for all in Europe.

Our data officer is Cheshire West and Chester County Council and they will be reviewing our procedures to ensure we meet the new guidelines. All staff have completed their training and policies and procedures have been reviewed and implemented.

Our reviewed and updated GDPR policy has been agreed by full governors and is on our school website for you to read. To meet the new legislation amendments have been made to the following documents to give you an understanding of what data we collect, why, who has access to it and what we use it for –

- Privacy notice
- Use of images
- Informing us of a change of contact details

The first two documents are attached to this letter and must be read, signed, dated and returned to school by Wednesday 23rd May.

Informing us of a change of contact details

If you need to inform the school of a change of any contact details eg.

- phone number
- emergency contact details
- address
- doctor
- medical conditions



Then this MUST be done in writing and signed and dated by a person with parental responsibility. These forms will be available in the office. If you call to change these details then you will be asked to complete the form so we have your signature to agree the change in data.

I would like to thank you in advance for working with the school as we implement these changes. Please ask your child's class teacher if you would like any information about the forms explaining or pop in to the office where a member of the office staff or I will be able to help you.

Kind Regards,

Mrs Kathryn Magiera

