



20<sup>th</sup> September 2018

Dear Parent/Carer

As you may or may not be aware, the Data Protection Law in the UK was changed in May 2018 and is now referred to as the General Data Protection Regulation (GDPR).

As part of the process that has taken place in schools, we have to ensure that the Data we hold on each and every student is correct, to ensure that the information we hold is up to date we now enclose a data collection sheet and ask that you check this thoroughly, make any necessary amendments, sign and return to school. We also enclose a leaflet on GDPR for your information.

We thank you for your support in this and if there are any queries, please do not hesitate to contact us.

Yours sincerely

Miss J Williams  
Office Manager