



**TOWNSEND**  
*CHURCH OF ENGLAND SCHOOL*

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May 2018

Dear Parents/Carers

On the 25<sup>th</sup> May 2018, the General Data Protection Regulations (GDPR) come into force in the UK. These are new data protection regulations built upon the Data Protection Act of 1998.

The GDPR require public authorities and businesses to identify the basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at Townsend School. In line with GDPR requirements, we have already appointed a Data Protection Officer, Helen Quenet, to oversee our approach to data management and protection.

In order to ensure that we comply with the new regulations, we are reviewing our current policies and practices. We have already updated our privacy notice and policy in line with the new requirements. These can be found here on the school website.

As part of this compliance process, we will also seek if necessary to update the consent forms/home school agreements we have received from parents/carers and pupils as appropriate.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'A. Wellbeloved'.

A Wellbeloved  
Headteacher