



Aire View Site

Elliott Street, Silsden, Keighley,
West Yorkshire BD20 0AW
T: 01535 653 290

Hothfield Site

Hothfield Street, Silsden, Keighley,
West Yorkshire BD20 0BB
T: 01535 210 666



Silsden
Primary School

21st May 2018

Dear Parents

General Data Protection Regulations (GDPR) – 25 May 2018

You may be aware that new data protection laws come into force in May this year. We are writing to let you know the steps we are undertaking in order to ensure compliance with the GDPR as it currently stands. We are following the latest advice and guidance from Bradford Council, the Department for Education and the Information Commissioner's Office. If this changes at any time, we will let you know.

As a data controller and processor, we have to ensure that the information we hold on pupils, parents/legal guardians and any emergency contacts is essential data and that we have legal grounds to process that data. Where required, we must obtain clear consent and give clear choices to opt out.

Some of the data we hold is exempt from consent. We have a lawful basis for collecting and using pupil information under the Data Protection Act 1998 and the Education Act 1996 (and from Article 6 and Article 9 where data processed is special category data from the GDPR from 25 May 2018). This includes sharing of data with Bradford Council and the Department for Education.

In order to ensure we comply with the new regulations, we have undertaken a data audit and reviewed our current processes. We have updated our admissions forms and produced a new consent form for all pupils. Our updated Privacy Notice which is displayed on our website, specifies how your personal data is processed, stored and shared with 3rd party processors because we have either a lawful basis, a legitimate business interest or your consent.

Emergency Contacts

As parents/legal guardians you must ensure you have obtained consent for us to hold any contact data (name, mobile/home/telephone number) for your child's other emergency contacts. From May onwards we will be asking for signed confirmation this has been undertaken.

We do not need to hold address details for other emergency contacts and these will be removed from our records by 1st September 2018

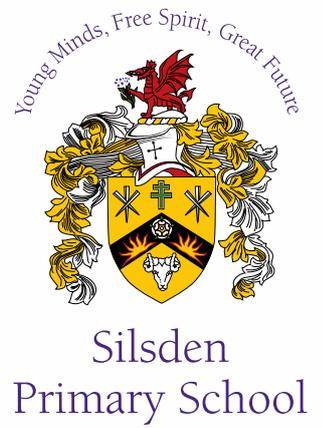


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Giving Consent and Withdrawal of Consent

We have revised our consent form to incorporate clear, specific consent boxes that require a positive opt-in. The form also now gives clear information on how you can withdraw your consent. A new consent form will be issued over the next few months.

If you have any further queries regarding data protection, please contact either Sally-Anne Boyes School Business Manager on 01535 210666 or by e-mail to office@silsden.bradford.sch.uk.

Kind regards

Mr James Procter
Co-Headteacher

Mrs Vicky Bottomley
Co-Headteacher