



Headteacher: Mrs Kelly O'Connor

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Dear Parents/Carers

## **General Data Protection Regulation (GDPR May 2018)**

### **Our Commitment to your privacy**

Your trust is important to us, so we want you to know that we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

### **Why we collect your data**

We are committed to providing our pupils and parents with the best possible educational experience, and to do this we need to collect and store personal data.

### **How we collect your data**

When a pupil joins Alfred Street Junior School, we collect data about you on our registration and acceptance forms, we also receive data direct from North Northamptonshire Council. This data is then entered onto to our School Information Management System (Arbor).

### **When we will share your data**

We will sometimes need to share data with third parties because we are required to by law and it is necessary for us to do so to educate and safeguard our pupils. If there is no legal or real and proper reason to share your information, we will not do so without your consent.

### **Know your rights**

You have a number of rights regarding your personal data, including seeing what data we hold. You signed a permissions form when your child joined Alfred Street, for us to use. If you would like to review these permissions or change them either now or in the future, please contact the school office or email [schooloffice@alts.northants.sch.uk](mailto:schooloffice@alts.northants.sch.uk) .

If you would like to find out more, please refer to the following documents on our website located under Data Protection:

- Privacy Notice for Pupils/Parents/Carers
- Data Protection Policy

Yours sincerely

Mrs O'Connor

Head Teacher



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