

Tandridge Learning Trust

General Data Protection Regulations (GDPR)

Friday, 18 May 2018

Dear Parent/Guardian,

On the 25th May 2018, the General Data Protection Regulation (GDPR) will replace the Data Protection Act 1998.

The GDPR requires public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data. It also introduces new individual rights relating to personal data, such as the right to erasure or the right to rectification.

Compliance with the regulations will be an ongoing process and the School have appointed a data protection officer to advise and manage compliance with the regulation. Contact details are below for the Data Protection Officer, should you have any question regarding the new regulation.

Data Protection Officer: *Craig Stilwell*

Address: *Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE*

Email: *dataservices@judicium.com*

Telephone: *0203 326 9174*

Our updated Privacy Notices are available online <https://tandridgelearningtrust.co.uk/key-policies> and are attached to this email.

This is a transitional phase; you will see further changes over the coming months as the processes/procedures embed. Please notify us at any time via email (data.protection@tandridgelearningtrust.co.uk) if you feel there is an area we could enhance.

We will be publicising policies, procedures, and notices that are compliant with the new regulations on our website (<https://tandridgelearningtrust.co.uk/key-policies>) and will keep you informed of any developments that will affect your data or rights. Your child's data will be handled in the same secure manner in accordance with legal principles and guidelines at it was previously.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>

Yours sincerely,



Nick Bradwell
Headteacher



Jo Hawkins
Chief Operating Officer



Lee Palmer
Chief Privacy Officer

Let us keep in Touch

With the changes in regulations that this letter details, we just want to check that you're happy for us to still use some of your data for the following reasons:

Electronic Payment System

As you are aware, the Tandridge Learning Trust schools use electronic payment systems to process purchases of goods and services e.g.: school meals, school equipment, photographs and before and after school clubs.

If you are happy for this arrangement to continue, then you are not required to make any changes and can continue to make payments via your school portal. If you no longer want to make payments via our electronic payment systems, please use the link to request your removal: [Unsubscribe from electronic payment system](#)

Voluntary Contributions

In addition, student contact details are used to request Parent/Guardian, voluntary contributions towards school trips, school fund, PTA and the Warlingham School Education Trust.

If you are happy for this arrangement to continue, then you are not required to make any changes. If you no longer want to make voluntary contributions, please use the link to request your removal: [Unsubscribe from voluntary contributions](#)