

SIR JOHN BARROW SCHOOL



SUCCESSING, ENJOYING, BELONGING

Headteacher: Miss H Pemberton B.Ed (Hons), NPQH

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Monday 25th September 2017

Dear Parent/Carer

Privacy Notice: Data Protection – Academic Year 2017/18
Deadline: Friday 29th September 2017

Please find the following enclosed:

- Data Collection Sheet
- Privacy Notice

The Data Collection Sheet contains the personal information we hold about your child and yourselves. As a school we endeavour to maintain up to date records and it is also a requirement under the Data Protection Act 1998.

Please could you check the information contained on the sheet and make amendments where necessary. We would appreciate it if you could provide at least 3 named emergency contacts.

It is essential that you **sign and return** this form by **Friday 29th September 2017** even if you wish to make no changes to the sheet.

It is very important that you keep your mobile/email details up to date so you receive all communications from school.

If you have any questions then please feel free to contact the school.

Yours sincerely

Miss H Pemberton
Headteacher