



Friday, 28 September 2018

Dear Parent/Carer,

Today your child will be bringing home a data collection form. We are asking all parents/carers to complete one of these and return it to the school; your information will then be updated on our system.

We are asking you to do this, because at the start of this new term we were informed by our MIS (Management Information System) provider of a bug that could have potentially created some anomalies in our records. I am pleased to be able to reassure you that this issue has since been resolved. As a preventative measure to ensure that our data is fully secure and compliant with Data Protection laws, we have decided to do this data collection exercise to make sure we have the most up to date and accurate information from you.

Please could you kindly complete the form, ensuring all sections are completed and return to the school reception.

Should you have any questions or queries, please do not hesitate to contact me.

Yours faithfully

Tom Herbert

Data Protection Officer

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