

22nd May 2018

GDPR- The General Data Protection Regulation

Dear parents,

Many thanks to all of you for returning the previous consent forms so quickly. I understand that this is quite a change to get to grips with, however I would like to reassure you that this is affecting all businesses and companies across Europe and is not isolated to Hollingbourne.

In my last letter I explained that we had not yet received information from Caterlink however, I am pleased to say this has now been sent to school:

Caterlink

This company provide our school lunches. Caterlink hold the following information: the parent's name and surname, the parent's email address, the student's ID Number, payment details and history of payments, parent's enquiry. Information which we as a school share with Caterlink is: The student's name and surname, the student's photo identification, the student's school year, the student's allergen, medical condition and associated first response plan, the student's dietary requirements when applicable and information about meal and meal payments. Data is stored on secure servers and is not sold to third parties. Information is retained for the time the children are still enrolled at the school or for as long as the contract with the parent remains

I consent to this data being shared with Caterlink (sign) _____ Print _____

In addition, we also need to ask your consent to share information with any third parties who collect your child from school. A third party could be ANYONE who does not have parental responsibility eg a friend, a grandparent, a childminder, a taxi driver etc. There may be information which we need to share with you at the end of the day which can be sent via the third party. The types of information we may share could be:

- any accidents the child has had in the day
- a contact book we may have in place
- behaviour incidents
- general wellbeing and how the child's day has been

Any serious incidents would be shared via a phone call to you directly- if it was urgent or if it was deemed inappropriate to share with anyone but you.

I consent to this data being shared with third parties at pick up (sign) _____ Print _____

Please Note: Without your consent your child will no longer be able to participate in/use the programs/ companies stated above.

By signing each consent you are signing for your child and their siblings at the school.

Once again, many thanks for your cooperation in this matter.



Helen Bradley-Wyatt
Headteacher

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