

GDPR- The General Data Protection Regulation

Dear Parents,

As many of you will be aware the GDPR will come into force on May 25th 2018. I would like to direct you to our policies page on the school website which sets out some basic information as well as our Privacy Notices.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we ask that you provide consent for us to be able to share data with the following third parties. Any additional consent needed following this will be requested as the need arises.

Go West

This is our school photographer. The company will take photos of your child and only keep them saved until you have had opportunity to order prints. After this time the pictures are deleted.

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

Cool Milk

This company provide milk to some children in school. The company needs the names, dates of birth of children and contact details of parents. This information is kept for two years after the academic year in which the last milk order was made.

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

TT Rockstars

This company is web-based teaching tool and helps children to learn their timestables. The company needs the child's name, year group and class name. This data is encrypted and stored on a server in Germany.

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

Speechlink

This company provide software to help analyse speech and language difficulties which helps us provide appropriate support to individual children. The company needs the child's first and surname, their date of birth, SEN status, EAL status, gender, whether they are Pupil Premium and their year group. The data is processed in their Canterbury offices and is kept until the child reaches Year 9.

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

WordShark (White Space)

This program is computer based and used to practise spellings. The Wordshark program holds user logon data, a history of program use, and games scores in a “shared folder”. This data may be held on network, local or removable storage. **This information is not transmitted to White Space.**

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

Please turn over

Contact us

Website – www.hollingbourne.kent.sch.uk

Telephone – 01622 880270

E-mail – office@hollingbourne.kent.sch.uk

Find us

Eyhorne St

Hollingbourne

Maidstone ME17 1UA

The Lenham School

Members of staff from the Lenham School organise sports events such as the Mote Park cross country in the autumn term as well as the interschool competitions. Information that we share with them would be the child's name, school, class and year group, in order for results to be accurately compiled and certificates issued. This information will be stored digitally and password protected. Data will be deleted once the competition has taken place and the results have been released. Any paper copies of the children's names will be shredded.

I consent to this data being shared with The Lenham School (sign) _____ Print _____

Maidstone Mediators

This organisation runs mediator training for children to support mediation programmes in school. The organisation takes the names of children being trained in order to print certificates once training is completed. They will remain on their electronic system for the year and will then be deleted. Paper copies will also be disposed of. No information is shared with third parties.

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

Caterlink

This company provides our school lunches. Caterlink holds 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 e.g. 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 _____

Home Connect

I consent to the school keeping my contact email address for school communications on Home Connect.

Sign _____ print _____

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You have already given consent (or not) to the use of any photos of your child. Therefore this is not included on this letter.

***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.*

Please ensure that this letter is returned to the school office.

Many thanks for your cooperation in this matter.



Helen Bradley-Wyatt
Headteacher

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