

Dear Parents/Carers,

At Holy Trinity Church of England Academy, we aim to provide a positive, aspirational learning environment to support all our students in improving their life chances. In order to achieve this we need to work in partnership with parents, students, governors, the Local Authority and carefully selected outside agencies. We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing. Due to new GDPR regulations with effect from 26th May 2018, schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. However, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Child, School and Families (DCSF). If you would like more information about how the LA and/or DCSF store and use this information please see the attached LA Privacy Policy. What information is being collected and why? We collect emergency contact information including names, addresses, mobile numbers and email addresses from you. In order to be more environmentally-friendly, we communicate school information via our school website, Facebook and Twitter. We collect ethnicity information, special education needs, meal preferences and travel arrangements for use in the Annual School Census and Local Authority data captures. We collect medical information and food allergy information in order to provide appropriate care within school. How is data collected? We ask for Data Sheets and Consent Forms to be completed by parents. We can also receive electronic data transfers from previous primary or nursery schools via the DfE's Secure Access site providing previous attendance history and EYFS/KS1 or KS2 Target data, etc. Headteacher: Mrs T.L .Murphy B.A. (Hons) NPQH Telephone: 0191 4562413 Fax: 0191 4547478 e-mail address : info@holyltrinityceacademy.co.uk website: www.holytrinityceacademy.co.uk How will it the information be used? We take your privacy seriously and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents. Who will it be shared with? Any third party that we share your data with has been rigorously checked by following our Due Diligence process. Currently we share information with: Arbor, Chapman Data and Information Services, Inventory, Tucassi Schools Cash Office, CPOMS, DfE Secure Data site, South Tyneside Local Authority, FFT, Purple Mash, Class Dojo, OfSted, Analyse School Performance, Mathletics, Achieve 3000, SPAG.Com, Report Assist and FFT. A full and up to date list can be found at any time on our school website (www.holytrinityceacademy.co.uk). We operate an 'opt-in' policy for all of these services but refusal to share information with any of them could have a negative effect on your child's educational experience. We thank you for your continued support and are happy to answer any further questions you may have.

All attached documents are available for viewing on the school website (www.holytrinityceacademy.co.uk) and we encourage you to check regularly for updated documentation. Please return the relevant information to the school office by Monday 10th September 2018. Yours sincerely Mrs T Murphy Headteacher Holy Trinity Church of England Academy Enc. Data Sharing Consent for completion by Parent/Carer Return by 10.09.25 Contact information Sheet for completion by Parent/Carer Holy Trinity CE Academy Privacy Policy Local Authority Privacy Policy Attached for your information Headteacher: Mrs T.L .Murphy B.A. (Hons)

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info@holytrinityceacademy.co.uk website: www.holytrinityceacademy.co.uk