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9th May 2018

Dear Parent/Guardian,

On the 25th May 2018, the General Data Protection Regulations (GDPR) come into force in the UK. These are new data protection regulations build upon the Data Protection Act of 1998.

The GDPR require public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at The Sunflower Federation and we will continue to comply with all data protection regulations and take all reasonable care to ensure your data is secure and protected from any unauthorised access.

In line with GDPR requirements, we have already appointed a Data Protection Officer (DPO), Caroline Day-Lewis, to oversee our approach to data management and protection.

The Data Protection Bill is currently going through parliament and may be amended before coming law. In order to ensure that we comply with the new regulations, we are using the Hertfordshire County Council toolkit to review our current policies and practices and are also currently updating our privacy notices in line with the new requirements, we will write to you again once this information is available.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk> or if you have any questions about how the GDPR affects you, or how our schools are preparing to meet the requirements you can contact either The Sunflower Federation DPO Caroline Day-Lewis on 0208 420-4720 or Jane Woods at Breakspeare School on 01923-263645.

Yours sincerely,

Merja Paakkonen
Headteacher

