



21st May 2018

Dear Parents and Carers,

Privacy notice for pupils

The law about how organisations hold and use information about people is changing, in the first major update to data protection laws in 30 years. The General Data Protection Regulation (GDPR) is a piece of EU-wide legislation which will apply to all organisations - including schools - from May 25, 2018 and will continue to apply even after the UK leaves the European Union.

One of the most important changes is a new requirement for organisations to clearly communicate how information they hold about you is used, the reason they hold it, and your rights. These are set out in what is called a 'privacy notice'.

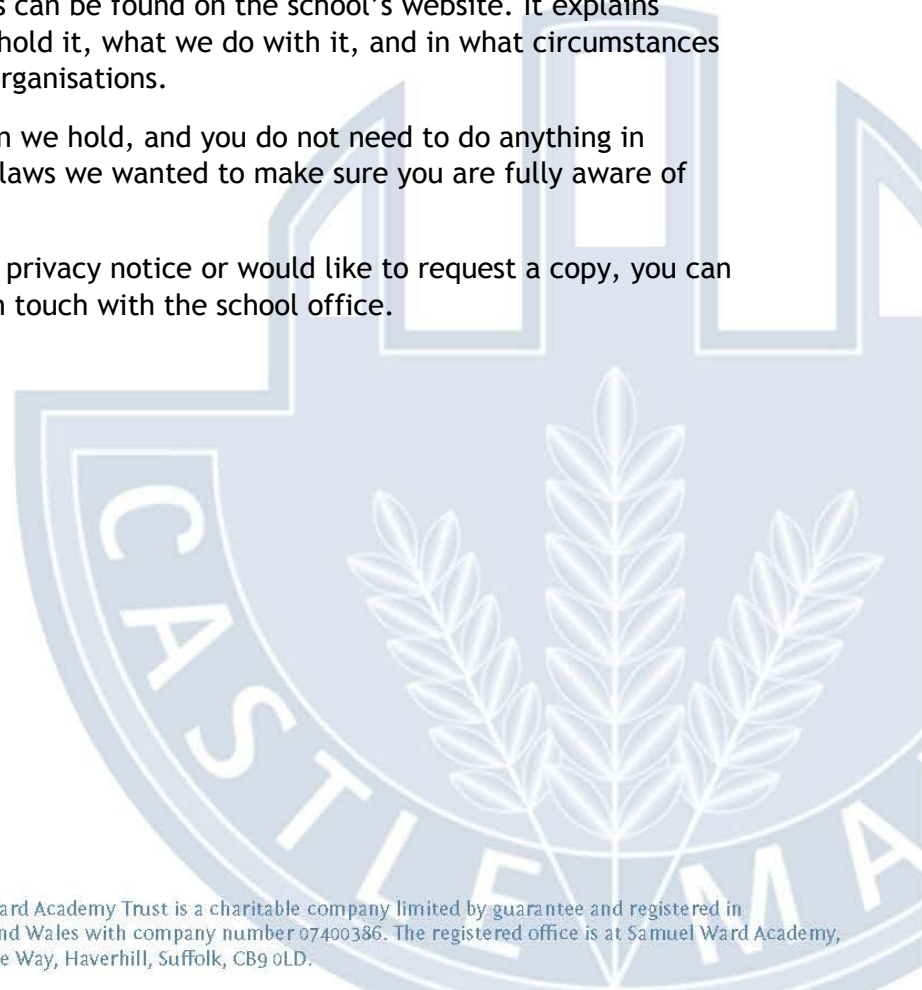
The Trust's privacy notice for pupils can be found on the school's website. It explains what information we hold, why we hold it, what we do with it, and in what circumstances we share it with other people and organisations.

We haven't changed the information we hold, and you do not need to do anything in response - but in line with the new laws we wanted to make sure you are fully aware of how we use information about you.

If you have any questions about our privacy notice or would like to request a copy, you can email dpo@swatrust.co.uk or get in touch with the school office.

Yours sincerely,

Vanessa Whitcombe
Headteacher



Samuel Ward Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 07400386. The registered office is at Samuel Ward Academy, Chalkstone Way, Haverhill, Suffolk, CB9 0LD.

Headteacher: Mrs. Vanessa Whitcombe



Castle Manor Academy
Eastern Avenue
Haverhill
Suffolk CB9 9JE

Tel: 01440 705501
Fax: 01440 714050
Email: info@castlemanor.org.uk
Website: www.castlemanor.org.uk