



ST MAWES PRIMARY SCHOOL

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8th January 2017

Dear Parents

Use of Pupil Data

It is essential that we ensure the information we hold about you and your child is accurate and up to date, in order for us to support pupils at school.

You will find attached to this letter a **Data Collection Sheet** that tells you about the information currently held about you and your child. I would be very grateful if you would:

1. **amend the attached Data Collection Sheet with any information that has changed**
2. **sign the Data Collection Sheet at the bottom to let us know that you have seen it**
3. **return the Data Collection Sheet to the school office as soon as possible**

CONFIDENTIALITY: The information that you give us will be maintained on the school's data base to which no unauthorised person has access. The data base will be subject to strict controls to ensure compliance with the Data Protection Act 1998.

We also enclose some important information about the way we use your data and who we share it with. We would be grateful if you would read the **Privacy Notice** (on the other side of this letter), which the government has asked all schools to send to parents.

If you have any problems understanding the enclosed documents or need further help, please contact the school office.

Yours sincerely

Angela Praed
Head of School

