



**Nurture, Believe,
Achieve**

**HENDRE INFANTS SCHOOL
YSGOL FABANOD HENDRE**

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Friday, 25th May 2018

Dear Parents, Guardians & Carers;

The school processes personal information about pupils and their families to support pupil learning and monitor attainment, to provide pastoral care and to keep children safe. We also process personal information to meet the statutory duties placed upon us by Welsh Government, to administer optional school trips and activities, and to deliver the school catering service.

The school takes its responsibilities under data protection law very seriously, and will store and use all personal information securely, disposing of it when no longer required. Personal information may be shared securely for clear purposes with other organisations such as Caerphilly County Borough Council or other schools that provide a service to pupils/families. You have a number of rights in relation to your personal information including the right of access to information and the right of complaint.

The data protection law is changing on Friday 25 May 2018. Hendre Infants School takes its responsibilities to protect your personal information very seriously, and we have updated our privacy notice which can be found at www.hendreinfantschool.co.uk .'

Yours sincerely,

A. J. Brett-Harris