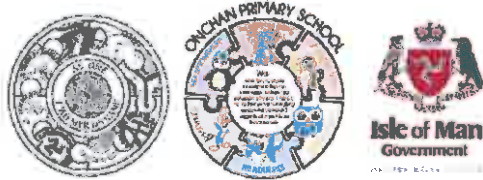




"Learning Is a Journey, to be taken together, one step at a time"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD
email: OnchanEnquiries@Sch.im
tel: 01624 673465

Dear Parents,

Please find as a separate document the Data Protection Schedule regarding information, which we process at Onchan School.

Under guidelines which come into force on 25.01.18 it is essential that we are clear about the data which we ask for from you regarding your child and your family, why we need it (the basis for sharing), the period of time we hold the data for (the retention period) and where the data is stored.

The Fair Processing Notice, which is attached, summarises this information. For future reference, information which we collect and process will be detailed on our Fair Processing notice on our website, which will be updated as needed. This can also be found on our website, which will be updated as necessary when changes are needed.

Further information will be accessible on the school website.

Please be aware that in line with *General Data Protection Regulations* We will be unable to share a pupils information with other organisations, such as the school nurses and the dental service without a person with parental responsibilities' consent.

Yours sincerely

Joanne Richardson

Headteacher