



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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10 November 2020

Dear Parent/Guardian

Data Checking and Privacy Notice

Annually we ask that parents check the information that we hold for them to ensure that the data we hold is accurate, both in terms of Data Protection and also the safeguarding of your son/daughter. With SIMS Parent/SIMS Parent App parents are able to view and amend the details that we hold for them on our system through this portal.

Please could you check the details that the school holds for you and your child carefully and amend if any of the details are incorrect. Any amendments should be made by Friday 27 November by using SIMS Parent/SIMS Parent App.

Should your details change after this date please continue to make amendments through this portal and we will amend our system. Please note that we are unable to accept changes over the telephone.

If your child has a new allergy please could you email the full details of the allergy plus any medication required to the school office at mesoffice@maidenerleghtrust.org.

If your family is moving house it is important that all parental contacts who live at this address also update the address details on the Parent App to indicate that they have moved.

A copy of our 'Privacy Notice' which details how the school will use the data it holds about you and your son/daughter can be found on our website using the following path: <https://www.maidenerleghschool.co.uk/attachments/download.asp?file=1746&type=pdf>

This gives information about who the data may be passed on to, including the local authority youth services for all young people aged 13-19.

Yours sincerely

A Kelly

Miss A Kelly
Office Manager