



8 November 2022

Dear Parent/Guardian

Data Checking and Privacy Notice

Annually, we ask parents to check the information that we hold for them to ensure that the data we hold is accurate, in terms of both Data Protection and also the safeguarding of your child. With the MyChildAtSchool 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 25 November by using the MyChildAtSchool app. If you have any issues with the app please email mesmcas@maidenerleghtrust.org.

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 MyChildAtSchool app to indicate that they have moved together. Please ensure you do not delete your old address but only add the new one.

A copy of our 'Privacy Notice' which details how the school will use the data it holds about you and your child can be found on our website using the following path: <https://www.maidenerleghschool.co.uk/attachments/download.asp?file=2902&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

J Henderson

Mrs J Henderson
Office Manager and Headteacher's PA