



MAIDEN ERLEGH SCHOOL

Executive Headteacher: Miss M. Davies
MA (Cantab), MA (International Business), DESS, NPQH, PQSI, NLE

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November 2018

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 the launch of SIMS Parent/SIMS Parent App parents are now 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 30 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.

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: <http://www.maidenerleghschool.co.uk/attachments/download.asp?file=531&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

Miss A Kelly
Office Manager