



**ALBAN CHURCH OF ENGLAND MIDDLE SCHOOL**

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HEADTEACHER: Lorraine Dougall M.A

DEPUTY HEADTEACHER: Chris Chipperton B.A.(Ed)

Dear Parent,

### **Data Update Check**

The school has a responsibility under the requirements of the Data Protection Act to check the accuracy of information we hold. Whilst many parents inform us as changes occur, it is inevitable that we may hold some data in need of updating.

You will find a **Data Collection Sheet** attached to this letter for you to check carefully your child's personal details, medical history and emergency contact details. The Data Collection Sheet should be returned to School by **the date on the form either marked with corrections/additions or signed** to signify that the information is correct and therefore no changes are necessary.

In certain circumstances, we have to pass this information on to other organisations such as the Local Education Authority (LEA), the government's Department for Children, Schools and Families (DCSF), the Qualifications and Curriculum Authority (QCA) and to any other school your child eventually transfers to.

You have our assurance that, in compliance with the Data Protection Act, your personal details will be treated as confidential and will not be divulged to any other individuals or organisations for any other purposes.

Also accompanying this letter is a **Notice of Fair Processing**. This explains in greater detail the use made of the information and the rights you or your child has to access this information.

If you need further information or would like to discuss the contents of these documents, please do not hesitate to contact me.

Yours sincerely

Mrs L Dougall  
Headteacher