

September 2018

Dear Parent/Carer

PRIVACY NOTICE/DATA COLLECTION

From the 25th May 2018, new regulations were introduced which affect how our School handle people's data. This is called the General Data Protection Regulation. Compliance with the regulations will be an ongoing process and St John Fisher have appointed a data protection officer to advise and manage compliance with the regulation. Full details of our data protection officer can be found at <https://sjfhs.co.uk/data-protection/> should you have any questions.

We will be publicising policies and procedures and notices that are compliant with the new regulations in the coming months and will keep you informed of any developments. For the time being, your child's data will be handled in the same manner in accordance with legal principles.

We enclose both the schools and Wigan Council Privacy Notice describing how information about your child may be used by the organisations involved in education and health. Privacy Notices are a requirement of the Data Protection Act 1998.

We have also enclosed a copy of the latest data held on your child and would be grateful if you would check it, make any amendments and return **the completed form to school as soon as possible, to your child's form tutor**. Please return the form even if there are no amendments mark it "no changes".

We intend to increase the number of messages which are sent electronically in order to improve the speed of communications and so it is essential that the school has up-to-date mobile phone numbers and an e-mail address (if you have one).

SCHOOL GATEWAY

St John Fisher Catholic High School is pleased to introduce School Gateway. This means that we can share information such as lesson timetables, achievements and assessment results with parents more quickly online and via the smartphone app.

You will be able to view the following:

- Achievements
- Lesson timetable
- Your contact details
- Internal assessment results
- School details
- Student details
- Medical conditions

What you need to do:

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website. Click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

OR

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

Can't activate your account?

If you're having trouble activating your School Gateway account, it may be because the school doesn't have your current email and mobile phone number on record. Please fill in the school gateway help form to report an issue. We hope that you will find School Gateway a valuable way to keep up to date.

In addition, we need to ask your permission for the use of photographs as detailed below. Should you wish to refuse permission then you are required to contact school **within 14 days or we will assume your consent has been given.**

USE OF PHOTOGRAPHS

The school may hold photographs or other images either in paper or electronic form. These are kept as part of pupils' records and are used by the school to help staff recognise pupils unknown to them.

The school may use photographs in the annual prospectus or in its other educational publications. These photographs are intended to publicise the school's resources, facilities and characteristics to the wider community.

The school may use photographs or filmed images in the local or national media to publicise the academic, sporting and cultural achievements of the school and its pupils.

The school may use photographs or filmed images on its website to promote the work of the school to the national and international educational communities as part of its function as a Performing Arts College.

Staff may use photographs or filmed images within the school to assist in the delivery of the curriculum, to produce display materials or to enhance liaison activities with partner schools.

COMBINED PARENTAL CONSENT FORM

We also enclose a copy of our new combined parental consent form **to be completed and returned to your child's form teacher as soon as possible.**

In the meantime we thank you for your patience whilst we take the necessary steps set by the new legislation and guidance with handling data. I hope that the information we have provided is clear. However, if you require any further clarification, then please contact school.

Yours sincerely

Mrs A Rigby
Headteacher