



24 May 2018

Dear Parents

### **General Data Protection Regulations (GDPR)**

On 25<sup>th</sup> May 2018, GDPR will replace the Data Protection Act 1998.

The GDPR requires public authorities and businesses to identify the lawful basis for storing data, audit information already held, and take a 'data protection by design and default' approach to personal data. It also introduces new individual rights to personal data, such as the right to removal or the right to rectification.

Compliance with the regulations will be an ongoing process, and the Trust have appointed a Data Protection Officer (DPO) to advise and manage compliance with the regulation. The DPO's contact details are:

Data Protection Officer: Nicola Kenworthy, Xavier Catholic Education Trust  
Address: Guildford Road, Chertsey, Surrey, KT16 9LU  
Telephone: 01932 582520

Our updated Privacy Notices are available online: <https://xaviercet.org.uk/central-policies.html>

This is a transitional phase; you will see further changes over the coming months as the processes/procedures are embedded.

We will be publicising policies, procedures and notices that are compliant with the new regulations, on our website [www.xaviercet.org.uk](http://www.xaviercet.org.uk) and will keep you informed of any developments that will affect your data or rights. Your child's data will be handled in the same secure manner in accordance with legal principles and guidelines, as it was previously.

To learn more about the GDPR, please visit the Information Commissioner's Office website – <http://ico.org.uk>

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Ani Magill', with a large, sweeping flourish extending to the right.

Ani Magill  
CEO Xavier Catholic Education Trust