

Sherborne Area Schools Trust  
Bristol Road  
Sherborne  
Dorset  
DT9 4EQ

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

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For a copy of our Data Protection Policy  
and Privacy notices, please refer to the  
Trust's website: [www.sast.org.uk](http://www.sast.org.uk)

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Dear Colleague,

**Re: Changes to Data Protection Law-introduction of GDPR**

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

The regulations require schools, other public authorities and businesses to identify and justify the lawful basis for collecting personal data, how we keep it safe and will also strengthen your rights over your own data.

The point of this legislation is to make sure sensitive or private information about you stays safe. Whilst the GDPR is similar to the current Data Protection Act, there are a number of differences, so we are reviewing our policies and procedures across the Sherborne Area Schools' Trust, in order to ensure we continue to process your information appropriately and securely.

In readiness for the introduction of GDPR, we have updated our privacy notice. We are required to inform you of the types of data we collect, why it is held and with whom it may be shared

[www.sast.org.uk](http://www.sast.org.uk) or your school website or Please find it enclosed

As part of our work to comply with the GDPR, we are also required to seek your consent for using photographs or videos of you on our websites, internal displays or other school promotional materials. In some of our schools, we use biometric data to purchase meals, access photocopying and book borrowing . We have enclosed this consent form, and would appreciate it if you filled this out and returned it to your school office by [insert instructions and date].

If you have any questions about how the GDPR affects you, or how our school is preparing for this new legislation, you can contact the Trust's Data Protection Officer, Bella Byrne at: [DPO@sast.org.uk](mailto:DPO@sast.org.uk)

Yours faithfully,



**Steve Hillier**  
Executive Headteacher