

October 2020

Dear Parents,

As you are no doubt aware, on 25<sup>th</sup> May 2018 the European General Data Protection Regulation (GDPR) came into force. In the past we have given out contact lists for each Year group but due to this new regulation we need to have your permission to allow us to share your data within the school community.

At Marlborough House we pride ourselves on being a very inclusive school and we feel it is so important to be able to give parents the opportunity to communicate with each other.

In order to collate the class lists we will need to get your explicit permission to state that you are happy for the school to distribute a list with the following contact details. We will take the information from our school database so please do let us know of any updates.

**Contact List**

Pupil	Form	Village	Parents name	Primary Mobile number	Main Home Telephone	Primary Email
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Please complete the form overleaf and return it to me along with all the other documentation.

Thank you for your co-operation.

Best wishes,

Emma Houchin

Registrar

**PTO**



I/We agree to the personal data above being shared and distributed to parents at Marlborough House School for the purposes of making social arrangements, organizing Friends events and children's parties etc.

	Y/N
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I/we undertake as parents at Marlborough House School to treat with respect any personal information of other families and to only use the contact details for social purposes related to the MHS community.

	Y
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I/we will not use the information for any commercial purposes whatsoever and will not share this information with anyone outside the MHS parent body.

	Y
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We respectfully ask all parents to abide by the above conditions, and we will monitor the use of the information we provide with help from the parents. However please be aware that in agreeing to share your information you recognise and accept that MHS cannot be held responsible for any misuse of this information.

Name of Parent/s	Child 1	Child 2	Child 3	Child 4
	Form:	Form:	Form:	Form:

For further details on how your data is used and stored please visit our website <http://www.marlboroughhouseschool.co.uk> to see a copy of our Privacy and Data Policy or request a copy from the Front Office.