



Dear Parents/Carers,

To effectively communicate with our families, our School Office’s administrative process uses a direct connection of our School’s central database system with Eduspot, a Company which provides the facilities for our School to email, text, book parents evening and collect money from parents for trips, clubs etc.

A direct connection enhances the communication channels between the School and yourself – e.g. between teachers and parents and further streamline the booking of Parents Evening sessions.

The revision of Data Protection Legislation meant that you should be informed of such use of your personal data on the School’s system. We have been assured that the Company does not store any of the data but only use the link to “read” the data from our database in order to carry out any requested communication functions. This communication is therefore to inform you that we intend to formalise this automatic reading of your personal data. For a list of your personal data which will be readable by the Company, please refer to the Appendix of this letter.

As a rural village primary school, we face unique circumstances and the deployment of communication technology is the best way to maintain our success. I trust you would agree. For example, without an online payment system, we would then have to go through the PayPoints through local shops and therefore create much inconvenience for all parties.

To move this forward, I would be grateful if you can return the slip below for our records.

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Agreement to allow a commercial Company to read (not store) your personal data on a school system. Please tick as appropriate.

I agree with the proposal to enable Eduspot to read the listed school records in order to enable parent’s payment online, parent evening booking online and teachers to parents communication.

I am not giving permission for my details on the school system to be readable by the Company Eduspot and I understand that I will not be able to use its facilities.

Name/s of child/ren at Streatley Primary School .....

Signed.....

If you have any question, please do not hesitate to contact me.

Yours,  
Lesley Roberts,  
Head teacher, Streatley CE Primary School



## Appendix – Data List

Data	Teachers2Parents text	Teachers2Parents e-mail	School Money	Parent Evening
Contact Title				x
Contact Forename				x
Contact Surname				x
Contact Mobile Number	x		x	x
Parental Responsibility	x	x	x	x
Contact Priority Order	x	x	x	x
Contact e-mail address		x	x	x
Gender			x	x