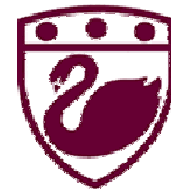


PAULET HIGH SCHOOL
A Specialist Mathematics and Computing College



Violet Way
Stapenhill
Burton upon Trent
Staffordshire
DE15 9RT

Headteacher: Alexander Timms, BA(Hons)
Deputy Headteacher: Tracy Rees, B.Ed(Hons)

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Telephone: 01283 239710/ 239712
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Dear Parent/Carer,

3rd November 2008

PARENTAL CONTACT DETAILS/EMERGENCY CONTACTS

It is vital that we have up to date contact details for each of our students' parents or carers in order that we can contact someone urgently in case of emergency. I have therefore enclosed a print out of the parental contact details that we hold for each student in your care.

Please could you check and amend the details that we hold for you if necessary and return the updated sheet to the school office. We will then update our records.

FAIR PROCESSING NOTICE 2008/09

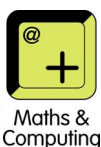
While we're on the topic of data, the Government, local authorities, schools and other educational bodies collect, hold and use a great deal of information about individuals, particularly students at maintained schools and adults connected with the education system. Under the Data Protection Act 1998, data about living individuals is known as personal data. The law puts in place numerous safeguards for the use of data about individuals and more stringent legal rules apply to the use of personal data than is the case with data such as statistics that are not connected to any specific individual.

The Headteacher is required each year to provide all students and parents/carers with a document called a Fair Processing Notice that explains how we will use this data to support our schools objectives in terms of student progress and well being.

Please find attached this year's summary notice which has already been distributed to all pupils individually. More detailed information is available from the school web site or on request in the document known as the Level 2 Notice.

Yours sincerely

Tony Bayliss
School Business Manager and Data Controller
Paulet High School



"Encouraging Achievement in a Positive Environment"