



Hughenden Primary School

Working together, Empowering Lives, Enriching Minds

2nd May 2018

Dear Parents,

Re: Changes to Extra-curricular clubs at school - GDPR

I am writing to let you know about some essential changes coming into effect after May half term with regards to club bookings for your children. With GDPR coming into force on the 25th May 2018, it is necessary to impose some changes that will alter the way parents book and pay for their children to attend extra-curricular clubs at school. This is to enable us to be compliant with the new data protection laws.

With effect from after May half term, we are no longer allowed to accept ANY payment or booking form on your behalf for extra-curricular clubs. All booking forms and payments will have to either be posted to the club direct, handed directly to the person running the club or via an online booking system and BACS/online banking payment. Some of our clubs already use an online method. Please note this may differ depending on the club. Full details will appear on their next club letter giving you details of how to book and pay.

We will continue to post our Clubs Timetable on the school website under 'Clubs' to enable you to print booking forms at home and we are happy to continue providing copies of any club letter upon request, but all completed booking forms and payments must be posted directly to the club you are booking with as detailed above.

We will have notified all our clubs of this change and the importance of complying. Thank you in advance for your support and co-operation with this, we hope you understand why these changes are necessary.

Yours sincerely

Mrs Brinkworth
Office Manager

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