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A Learning Ladder for Life

9th December 2021

Dear Parent/Carer,

**RE: Privacy and General Data Protection Regulation (GDPR)**

We have had a number of requests from parents/carers for lists of children's names in classes, to assist in writing Christmas cards.

In line with the Trust's privacy notice, we are not able to share pupils' personal data with third parties (parents in this case) unless it is legally required or necessary to do so. We will only use data collected for the purposes outlined in the privacy notice, which can be found by following this [link](#). We understand that you may read names in newsletters. This use of children's names in a celebratory way, is an essential part of running a school and is an example of using pupil data to support learning and pastoral care.

We would encourage children to write Christmas cards using language such as *"To my friend, Happy Christmas, from..."*. This way you are able to send a card without knowing the names of all the children in the class. Of course, your child may know the names of children which would also be acceptable to write in cards should your child wish to.

Thank you for your understanding in this matter.

Yours sincerely,

Mr L Clarke

Deputy Headteacher