

25<sup>th</sup> May 2018

Dear Parents/Carers

In line with the new regulations for GDPR, it is important that we explain how we collect, process, store and destroy personal data we hold.

Information about our privacy notices can be found on our Academy website on the Statutory Information page. This will outline our approach to personal information we hold in respect of Pupils, Parents/Carers.

As you are already aware, we are working towards launching a new system in the Academy called School Gateway from September 2018. This will enable us to make contact with parents/carers via email or messaging. This system is run via an app which can be downloaded on to any smartphone or computer. Once the system is launched and we have this information, parents/carers will be able to view their child's attendance and progress reports, as well as homework and targets via the app.

What you need to do next?

Firstly, ensure that we have both your mobile telephone numbers and email address recorded on our system. If you have not done so already, (you may have done this at Parents Evenings), please email this information to me, [MoranC3@donvalleyacademy.org.uk](mailto:MoranC3@donvalleyacademy.org.uk). Once we have this information you should:

- a) *Download the app: if you have a smartphone, download School Gateway from your App Store (android and iPhone). The app shows the same information as the website.*

OR

- b) *Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'new user'. You will receive a message with a PIN number. Use this PIN to log in to School Gateway.*

We are now looking to 'trial the system' with a small group of Parents/Carers during the last half term of this academic year. If you would be willing to join this trial of communication between home and the Academy, could you please contact me at the Academy via email: [MoranC3@donvalleyacademy.org.uk](mailto:MoranC3@donvalleyacademy.org.uk) as soon as possible in order to discuss in further detail.

Yours sincerely

Carole Moran  
Data & Sims Officer