

21 June 2023

Dear Parent / Carer

Re: Student Planner Barcodes

I hope this letter finds you and your family well.

The purpose of this communication is to update you in regards to an amended way in which we will be processing the data we hold about students. As you will be aware, we currently hold students' personal details in our database from when they are registered with us and from the information you have provided to the academy. We also generate data about students' attendance and behaviour during their time with us. There are strict data protection procedures in place to ensure all data we hold is in compliance with the General Data Protection Regulation (GDPR) under the Data Protection Act (2018).

In order to streamline students' access to services in school, we are launching a pilot project whereby each student will have a barcode added into their planner which corresponds to their name and records. This will allow barcodes to be scanned so that they can 'check-in' at locations (for example Student Services) around school outside of their usual lessons. Currently this data input is done manually which can be time-consuming for staff and students, and also has a risk of error. I'm sure that you will agree that accurate registers are an essential aspect of our safeguarding procedures and that you see how this will improve our work in this area. This does not change anything about the data we collect regarding students, it is simply a new way in which this data is being collected and processed. We aim to introduce this pilot project from Monday, 26 June 2023 and review progress throughout the remainder of the Summer Term.

Should you have any further questions regarding our new system, please do not hesitate to get in touch via info@farnley.leeds.sch.uk.

Your faithfully



Mr T van der Gucht
Assistant Principal