



9<sup>th</sup> September 2024

Dear Parent / Carer,

## Annual Check of Student Information

To meet the requirements of The UK General Data Protection Regulations (UKGDPR) to keep data accurate, we are going to undertake our annual check of student information.

This week, we will send you a reminder email, for your Edulink One Portal log in details.



Follow the instructions in the email to register if you have not already done so. Your email invitation to register will be titled **Edulink One – Your login details**; please check your spam/junk email folders in case it is delivered there.

If you have already registered to access the portal click here <https://www.edulinkone.com/#!/login>, the school ID is TBS.

Please see the attached document for instructions on how to check your child's information is accurate, and how to make changes.

Why are we doing it electronically?

- Security of information – this will prevent loss of data through pieces of paper being left around
- Accuracy of information – by removing the need for staff to type in new information we can ensure the data recorded is precise
- Prompt response to changes – it should only require staff to click to authorise a change before it happens
- Audit trail of changes – the system will tell us what changes were requested, when and by whom
- Clarity of information – staff won't have to interpret handwriting on forms

Only parent/carer's who are the 1st or 2nd contact for a student will receive a registration link. You will only be able to check the details about your child/children and their address if you live at the same address as the student. The DFE recommends there are at least 2 named contacts for each student for safeguarding reasons.

Should you have any questions, please contact me.

Yours faithfully,

**Mrs C Brearley**

SIMS Manager

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