**Letter to Schools from PTAs launching Classlist:**

**Data Protection Compliance**

Dear [School Head]

As you may be aware, [The PTA] has recently decided to strengthen our parent community by rolling out Classlist, a widely used free app which facilitates parent-to-parent communication.

To ensure full compliance with new privacy and GDPR data protection regulations, Oxford-based Classlist has worked extensively with VWV, one of the top five legal firms advising UK schools. VWV’s Opinion and other relevant documentation confirming for Data Protection Officers how Classlist’s procedures and practices comply is available at Classlist.com.

The PTA will lead this initiative as “Data Controller”. Because parents upload their own details, very little ongoing involvement is needed from the school. However, we would very much appreciate limited school support in a couple of areas;

1. Making new parents aware of this new initiative. A model letter from the head is attached. This has been shown to really improve uptake.
2. Assistance with the invitation and approval process to ensure only bona fide parents can join the private community. The school is lawfully able to help check applicant names and emails against the school’s master list.
3. Assistance when classes change at the end of term and year. The school can lawfully help the PTA with the move-up process to ensure pupils are allocated to the correct class.

We look forward to working closely with the school to make our Classlist launch a success.

Best regards

[PTA Chair]