

6<sup>th</sup> January 2023



## Scraptoft Valley Primary School

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Leicester  
LE5 1NG

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Dear parents/carers

admin@scraptoftvalley.leicester.sch.uk  
www.scraptoftvalley.leicester.sch.uk

We are delighted to be taking part in Our Best Picture Book: a book award, especially for Year 2 children in Leicester! This award enables Year 2 pupils and their parents/carers to read and talk about six picture books together and then vote for their favourite.

As part of the award, we are working with Leicester libraries to encourage more children to become active library members so families can share the love of reading at home. As library members, children can borrow a range of books for free! There are no charges if books are accidentally lost, damaged or returned late (0-15 year olds). For more information, please visit: <https://www.leicester.gov.uk/your-community/libraries-and-community-centres/libraries/>

If your child isn't already a library member (or you can't remember if they are), we are asking permission from parents/carers so we can share children's detail's (name/DOB/address/gender) with Leicester libraries so they can check if children have a library card and then a free library card will be made for your child if they aren't already a member. Library cards will then be given out at school.

Please see below a statement from Leicester libraries which explains they do not share information with outside parties and that information is kept securely as part of their normal library service procedures.

**Privacy statement:** *The Data Controller for this personal data is Neighbourhood Services, Leicester City Council. Information will be processed (used) for the purposes of administering your library membership, monitoring and eligibility verification and any other lawful duties.*

*As part of this, the Council will share information contained within this application with relevant third parties, including but not limited to, Netloan (computer booking system) and Overdrive (eBooks supplier).*

*For more information about how the Council uses your personal data, please see the Council's Privacy Notice at: <http://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/>*

If you give permission, please complete and return the slip overleaf to Miss Mills before Monday 23<sup>rd</sup> January 2023 for your child to receive a free library member card.

Best wishes

Miss Mills  
Class 6 Teacher



**Permission for school to share my child's details with Leicester libraries to enable my child to become a library member**

<b>Child's name</b>	
<b>Class</b>	

Yes, I give permission for school to share with Leicester libraries information they have on record about my child (name/DOB/address/gender) so my child can become a library member (if not already).

<b>Parent/carer signature</b>	
<b>Date</b>	

5/1/14