

Privacy Notice

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

We (the school) are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your teaching and learning;
- Monitor and report your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority (LA) and the Department of Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact the school.

If you require more information about the LA and/or the DfE store/use your information, then please go to the following website:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20doeswith%20data%20on%20pupils%20and%20children.doc>

If you are unable to access this website we can send you a copy of this information. Please contact the LA or DfE as follows:

Public Communications Unit

Department for Education

Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

Website: www.education.gov.uk

E-mail: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department of Education.