

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We, Charlton Horethorne Church of England Primary School, are the 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 and use it to:

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

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any 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 of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Mrs Vaughan in the school office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

The Local Authority: www.six.somerset.gov.uk ² and type 22036 into the search box.

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

² Local Authority to provide link to their website with info on uses they make of data and any other organisations they share data with such as Connexions. Ideally they should also provide an address where parents without internet access can write for information.

* Information Officer
Children & Young People's Directorate
B Block
County Hall
Taunton
TA1 4DY

Email: Educfai@somerset.gov.uk

Tel: 01823 355959

Or call Somerset Direct on 0845 345 9122

For further information held by the Department for Education contact

- Department of Education
Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ

Tel: 0370 000 2288

Web address: <http://www.education.gov.uk/help/contactus>