

DATA PROTECTION POLICY

Privacy Notice - Data Protection Act 1998

We, **Huntley CE Primary School**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you about you and your child and may receive information about your child from his/her previous school and the Learning Records Service. We hold this personal data to:

- Support your child's learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well we (the school) are doing.

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

We are required by law to pass some information about your child to our Local Authority (LA) and the Department for Education.

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about your child that we hold or share, please contact: **Mrs Madeleine Owen**

If you need more information about how the LA and DfE store and use the information, then please go to the following website:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access this website, 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
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288