

PRIVACY NOTICE for pupils in primary schools, early years settings, alternative provision pupil referral units

Privacy Notice - Data Protection Act 1998

We Little Reddings Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child/children, and may receive information about your child(ren) from previous schools where applicable. We hold this personal data and use it to:

- support pupil's teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes your child's/children's contact details, national curriculum assessment results, attendance information^A, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child/children's to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your child's/children's information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about your child(ren) then please contact Mrs D Conyard – School Secretary

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.hertsdirect.org/scholearn/privacysch2010/> and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

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

Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford SG13
Email: dataprotection@hertsc.gov.uk

- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools