

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We (**Name of 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 Kim Amos – Headteacher or Mrs Jackie Taylor – School Administrator

If you require more information about how Oxfordshire County Council and/or DfE store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk/plink/publicsite/contactus/W/Internet/Contact+us/Website+information/CD+-+Help+-+privacy+notice+school+data>

and

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

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

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

If you are unable to access these websites, please contact Oxfordshire County Council or DfE as follows:

- Data Protection Officer
Commissioning, Performance & Quality Assurance
Children, Young People & Families
Oxfordshire County Council
County Hall
New Road
Oxford OX1 1ND
email: david.spark@oxfordshire.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288