

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We, Welwyn St Mary's Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child/children from previous schools and the Learning Records Service where applicable. We hold this personal data and use it to:

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

This information includes your child/children's contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child/children 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 your child(ren) then please contact Mary Westley, Head teacher

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

<http://www.hertsdirect.org/services/edlearn/privsch/> and

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0064391/who-the-department-passes-pupil-data-to>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data>

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

- Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13

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

email: dataprotection@hertscc.gov.uk

- 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