

Privacy Notice - Data Protection Act 1998

We Holway Park Community Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information on pupils and parents and/or carers, and may receive information about pupils and parents and/or carers from previous schools. 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 ^A, characteristics such as 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 permit it.

We are required by law to pass some of your 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 you then please contact the school office.

If you require more information about how the LA and/or DCSF store and use this data either visit their respective websites:

- The Local Authority: www.six.somerset.gov.uk and type 22036 into the search box.
- The DCSF:
<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

Or if you are unable to access these websites, please contact them on the details below:

- Data Protection Representative
Children and Young People's Directorate
e-Learning & Information Management
B Block,
County Hall
Taunton
TA1 4DY

Email: educfoi@somerset.gov.uk
Website: <http://www.six.somerset.gov.uk/cypdim/>
- 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