

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Personalised Learning Services (Pupil Referral Units) and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Bishops Tawton Primary 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 teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care.

This information includes your contact details, your child's 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 this information 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 ie Devon County Council and the Department for Education (DfE)

If you want to see a copy of the information we hold and/or share about you then please contact the school office.

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

<http://www.devon.gov.uk/j4s-privacynotice.htm> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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

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

Information Governance Team Devon County Council Room 120 County Hall Exeter Devon EX2 4QD Website: www.devon.gov.uk Email: dpoffice@devon.gov.uk Tel: 01392 384682	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
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For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

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