



Glenthorne Community Primary School

Privacy Notice - Data Protection Act 1998

We *Glenthorne Community Primary School* are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from the previous school. We hold this personal data and use it to:

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

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information ^A, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. If you want to receive a copy of the information about you that we hold, please contact:

- Mrs Lisa Bryan or Mrs Laura Warner on 01922 857000 or office@glenthorne.staffs.sch.uk

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Staffordshire County Council by informing Mrs Lisa Bryan or Mrs Laura Warner. We will not give information about your child to anyone without your consent, unless the law and our policies allow us to. We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

If you require more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our Local Authority at <http://www.staffordshire.gov.uk/homepage.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites and need a hard copy, please contact the LA or the DCSF as follows:

- Data Protection Officer, Staffordshire County Council, Information Governance Unit, 1A Bailey Street, Stafford, ST17 4BG.
- 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.

This Policy was approved and agreed by *Governors*:

Chair of Govs: Mrs. D Martin
Date: 18.05.2017

Headteacher: Mrs. L Bridgwood
Date: 18.05.2017

This Policy will be reviewed by: Date 18.05.2019