

Privacy, Freedom of Information and Fair Processing

Privacy Notice - Data Protection Act 1998

We, High Meadow Infant 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;
- Monitoring and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Services and may also obtain from them details of any qualifications you have undertaken.

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 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 Eling, School Administrative Assistant.

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

<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D8621B3C248025705F00487872>

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

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

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

Commissioning Support Services (CSS)
Children, Young People and Families,
Saltisford Office Park,
Ansell Way,
CV34 4UL
Website: www.warwickshire.gov.uk
Email: CSS@warwickshire.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
Tel: 0870 00 2288

Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools
Further information regarding statutory public documents can be found on the school website.