

Privacy Notice - Data Protection Act 1998

We [**The Pochin School**] are the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child/children. We hold this personal data and use it to :

- support your child/children's teaching and learning;
- monitor and report on their 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 ^A, 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 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 your child/children then please contact **Dawn Woolerton**

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites :

<http://www.leics.gov.uk/schoolsfpn> and

<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

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

- Mike Challands / Katie Robey
Information and Data Team
Room 119
County Hall
Glenfield
Leicestershire, LE3 8RF
0116 3055783
mike.challands@leics.gov.uk or Katie.robey@leics.gov.uk
- 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.