



Hurstbourne Tarrant Church of England Primary School

# PRIVACY NOTICE

**For Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings**

**Privacy Notice - Data Protection Act 1998**

Hurstbourne Tarrant Primary School is the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well their school is doing.

This information includes contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

***We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to.***

***All parents sign a declaration each year giving us permission to use un-named photos of the children as publicity photographs. Where parents do not give permission, photos of that child are not used. The Admin Officer keeps a list of children who cannot be photographed for publicity or have their image displayed on the school website.***

***All information held by the school in relation to your children is kept securely either in locked storage or is double password protected on our computer system.***

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE). We also have local arrangements in place where the school exchanges information with the school nurse, the extended schools provider, the PTA and other schools.

If you want to see a copy of the information about your child(ren) that we hold and/or share, please contact the school office.

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

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:

**For Hampshire County Council:**

The County Council has their own privacy notice, which can be accessed via the following link:

[http://www3.hants.gov.uk/hcc\\_csd\\_privacy\\_notice\\_-\\_generic\\_sept\\_2014\\_-2.doc](http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc)

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

**For the DfE:**

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Team Children's Services Elizabeth II Court (North) The Castle WINCHESTER SO23 8UQ Website: <a href="http://www3.hants.gov.uk/learning">http://www3.hants.gov.uk/learning</a> email: <a href="mailto:childrens.services.dp@hants.gov.uk">childrens.services.dp@hants.gov.uk</a> Telephone: 01962 845320	Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT Website: <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a> email: <a href="http://www.education.gov.uk/help/contactus">http://www.education.gov.uk/help/contactus</a> Telephone: 0370 000 2288
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