

PRIVACY NOTICE

for

Pupils in Schools

Privacy Notice - Data Protection Act 1998

We Great Finborough CEVC Primary are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Contribute to improving your children's health and reducing inequalities;
- Statistical forecasting and planning; and and
- Assess how well we are doing.

This information includes your contact details, national curriculum assessment results, attendance¹ information, modes of travel and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. I

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact the School.

Great Finborough Primary School's data protection registration can be viewed by searching here: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

¹ 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 Suffolk County Council:

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

<http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Your%20Council/FOI/Level%20%20Fair%20Processing%20Notice%202014-15.pdf>

<https://ico.org.uk/ESDWebPages/DoSearch>

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 School or DfE as follows:

Great Finborough CEVC Primary School
High Road
Great Finborough
Stowmarket
Suffolk IP14 3AQ
Website: www.finboroughprimary.co.uk
email: admin@finboroughprimary.co.uk
Telephone: 01449 613208

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288