



## Privacy Notice - Data Protection Act 1998: How we use your information

We, Templewood School, process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, 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.

**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 certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.hertsdirect.org/services/edlearn/privsch/> 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, please contact the Local Authority or Department for Education as follows:

Data Protection Team,  
Hertfordshire County Council  
Room C1  
County Hall  
Pegs Lane  
Hertford  
Herts  
SG13 8DQ

Telephone: 0300 123 4040  
E-mail: [data.protection@hertfordshire.gov.uk](mailto:data.protection@hertfordshire.gov.uk)

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

Telephone: 0370 000 2288  
E-mail: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

If you want to receive a copy of the information about you that we hold, please contact:

The School Office,  
Templewood School,  
Pentley Park,  
Welwyn Garden City,  
Hertfordshire,  
AL8 7SD

E-mail: [admin@templewood.herts.sch.uk](mailto:admin@templewood.herts.sch.uk)  
Telephone: 01707 324251