

## **Privacy Notice - Data Protection Act 1998**

### **March 2016**

We, School are a 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. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

***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 some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and/or share, please contact the Head Teacher.

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:

[www.bedford.gov.uk](http://www.bedford.gov.uk)

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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:

Bedford Borough Council  
Borough Hall,  
Cauldwell Street,  
Bedford  
MK42 9AP

01234 267422

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

[www.education.gov.uk](http://www.education.gov.uk)

e-mail: <http://www.education.gov.uk/help/contactus>

Tel: 0370 000 2288