

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We, **Dunchurch Infant School and Nursery**, 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 and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Support you in your transition to a post 16 provider of education or training, and
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

If you want to see a copy of the information about you that we hold and/or share, please contact **the School Office staff**.

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:

<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D7D8621B3C248025705F00487872>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- Business and Commissioning Intelligence Team
Warwickshire Local Authority
Strategic Commissioning
People Group
Saltisford Office Park
Ansell Way, Warwick, CV34 4UL

Website: www.warwickshire.gov.uk

Email: css@warwickshire.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those in Alternative Provision and Early Years Settings.