



## **Hatton School & Special Needs Centre**

Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: [admin@hattonspecialschool.co.uk](mailto:admin@hattonspecialschool.co.uk), website: [www.hattonspecialschool.co.uk](http://www.hattonspecialschool.co.uk)

Headteacher: Mrs Adrienne Wright

**‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’**

October 2017

### Privacy Notice - Data Protection Act 1998

We **Hatton 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 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, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***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 **Mrs Suman Virdee, Data Manager.**

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.redbridge.gov.uk/cms/education\\_and\\_young\\_people/school\\_support\\_information/strategies\\_plans\\_and\\_policy.aspx](http://www.redbridge.gov.uk/cms/education_and_young_people/school_support_information/strategies_plans_and_policy.aspx)

and

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

and

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

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:

- Research & Data Team  
Lynton House  
255-259 High Road  
Ilford  
Essex  
IG1 1NN
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.