



**Discovery Primary School  
Data Protection Policy  
Privacy Notice  
for Students**

## Privacy Notice – Data Protection Act 1998

Discovery Primary School is the 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 and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact the **School Business 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.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

and

[http://www.peterborough.gov.uk/council\\_and\\_democracy/data\\_protection\\_act\\_1998/about\\_the\\_dp\\_a\\_1998.aspx](http://www.peterborough.gov.uk/council_and_democracy/data_protection_act_1998/about_the_dp_a_1998.aspx)

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:

Information Governance Officer  
Peterborough City Council  
4th Floor  
Bayard Place  
Peterborough  
PE1 1FB  
Email: [cs.information@peterborough.gov.uk](mailto:cs.information@peterborough.gov.uk)  
Telephone 01733 863656

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

## **MONITORING AND REVIEW OF THE POLICY**

Policy Ratified January 2018

Policy monitored January 2021