



HIGHNAM C OF E PRIMARY ACADEMY

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Head Teacher:
S. Dean BA (Hons)

Privacy Notice - Data Protection Act 1998

We, **Highnam C of E Primary Academy**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

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

Information about you that we hold includes your contact details, National Curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

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 of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact: **Mrs Claire Honan**

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

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

If you cannot access this website, please contact DfE for further information.

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