

PRIVACY NOTICE for Short Heath Federation

Privacy Notice - Data Protection Act 1998

Short Heath Federation is a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to.

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

If you want to receive a copy of the information about you that we hold or share, please contact The School Office:

Lane Head Nursery School – Mrs T. Price on the school number 01902 368940
Rosedale C of E Infant School – Mrs K. Tye on the school number 01902 368910
Short Heath Junior School – Mrs L. Wain / Mrs L. West on the school number 01902 368499

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

https://go.walsall.gov.uk/walsall_council_data_protection_protocol or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- InformationRights@walsall.gov.uk

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288