



The Abbey CE VA Primary School
Data Protection Policy
- Privacy Notice

Implementation date: February 2015
Reviewed date: March 2018
Next Review: March 2020

The Abbey CE VA Primary School registers with the ICO (Information Commissioners Office) annually as a data controller for the purposes of the Data Protection Act.

We aim to comply with the general data protection regulations. We collect and hold personal data to:

- Communicate
- Support learning
- Safeguard school community
- Monitor and report progress
- Provide appropriate pastoral care

Children's information includes your child/children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

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

We are required by law to pass some information about your child/children to our Local Authority (LA) and the Department for Education. If you want to receive a copy of the information we hold or share about your child (ren), please contact the Headteacher in writing, allowing 20 working days. An admin fee may be applied.

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

<http://www.hertsdirect.org/services/edlearn/privsch/>²

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

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

Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13 8DQ
Email: data.protection@hertscc.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 - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

² Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.