

PRIVACY NOTICE - DATA PROTECTION ACT 1998

We **Ashwood Park Primary School** are 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. 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 characteristics such as ethnic group, special educational needs and any relevant medical information. Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact:
The Headteacher, Ashwood Park Primary School, Bells Lane, Wordsley, Stourbridge, West Midlands, DY8 5DJ

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

Dudley MBC

Dudley MBC website > Education and learning > Schools and Colleges > Information and Advice
<http://www.dudley.gov.uk/education-and-learning/schools-and-colleges/information-and-advice>

DCSF

http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you are unable to access these websites, please contact the Local Authority or the DCSF as follows:

Dudley MBC

Dudley Children's Services

Data Protection Officer
Westox House
1 Trinity Road
Dudley
DY1 1JQ

Information Governance Unit

Data Protection Officer
The Cloughton Centre
Blowers Green Road
Dudley
DY2 8UZ

DCSF

Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.