



## Privacy Notice - Data Protection Act 1998

We, Highwood Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child/children from previous schools and the Learning Records Service where applicable. We hold this personal data and use it to:

- Support pupil teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your child/children's contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about your child(ren) then please contact Mrs P Ladyman in the School Office.

If you require more information about how the Local Authority (LA) and/or DfE store and use this information, then please go to the following websites:

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

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0064391/wh-o-the-department-passes-pupil-data-to>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/wh-at-the-department-does-with-pupils-and-childrens-data>

If you are unable to 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  
email: [dataprotection@hertscc.gov.uk](mailto:dataprotection@hertscc.gov.uk)
- 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

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools  
PN1-DfE (2011-06)