

Highwood Primary School



*"Preparing today's children
for tomorrow's world"*

Privacy Notice

September 2014

Agreed by SLT: 21/10/14

Ratified by Governors on 18/11/14



Privacy Notice - Data Protection Act 1998

Highwood Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools. We hold this personal data to:

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

The information includes your child/children's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs they may have and relevant medical information. The data is held on SIMS (Schools Information Management System) which is a widely used data management system.

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 admin@highwood.herts.sch.uk or the School Office.

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/> and

<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:

- Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13 8DQ
email: data.protection@hertfordshire.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: info@education.gsi.gov.uk

Telephone: 0370 000 2288