

PRIVACY NOTICE
for
Marshlands School

Privacy Notice - Data Protection Act 1998

We Marshlands School are a 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 and the Learning Records Service. 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 and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you 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 information about you to the Local Authority and the Department for Education (DfE). Where appropriate we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual pupils changing school (or address) to ensure continuity of health care.

If you want to see a copy of the information about you that we hold and/or share, please contact Alison Brown, School Business Manager on 01785 356385.

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

<http://www.marshlands.staffs.sch.uk>

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Information Governance Unit
Staffordshire County Council
St Chad's Place
Stafford
ST16 2LR
e-mail: foi@staffordshire.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