

NOTICE FOR PARENTS/CARERS

Privacy Notice - Data Protection Act 1998

At **Newbridge School** we 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, the local authority 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 (including the name and address of your parents/carers), national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you or your parents/carers 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 and your parents/carers to the Local Authority, this is to ensure that the Local Authority can meet its statutory duty with Central Government.

We are required by law to pass information about you to the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact **School Office on 01905 763580**.

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

<http://worcestershire.whub.org.uk> and use the search function to look up privacy notices.

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%200data%20on%20pupils%20and%20children.doc>

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:

Performance Development Team

Worcestershire County Council
Children's Services
County Hall
Spetchley Road
Worcester WR5 2YA
Email: dprice@worcestershire.gov.uk
Telephone: 01905 728848

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