

## Privacy Notice - Data Protection Act 1998

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal information to:

- Support our pupils learning
- Monitor and report on their progress
- Provide appropriate pastoral care, and
- Assess the quality of our services

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 our pupils to anyone without your consent unless the law and our policies allow us to do so. We are required by law to pass some information about you to the Local Authority and 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 **(Mrs. S Gordon, School Office)**.

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://www.ealing.gov.uk/info/200527/your\\_child\\_at\\_school/710/schools\\_privacy\\_notice](http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice) and

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

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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:

- Data Protection Officer,  
Perceval House,  
14-16 Uxbridge Road,  
Ealing,  
London,  
W5 2HL.  
Email: [dataprotection@ealing.gov.uk](mailto:dataprotection@ealing.gov.uk)  
Tel: 020 8825 8282
  
- 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