

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Short Stay Schools and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **St Thomas More Catholic First School** are the 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 information¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number 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 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 you then please contact **Mrs H Kimberley, Office Manager**.

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> - search for Privacy Notice and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

Performance Development Team, Worcestershire County Council, Children's Services
County Hall, Worcester. WR5 2YA

website: <http://worcestershire.whub.org.uk/home/wccindex.htm>

E-mail: nobrien@worcestershire.gov.uk Telephone: 01905 728932

Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street,
London. SW1P 3BT Website: www.education.gov.uk E-mail: info@education.gsi.gov.uk
Telephone: 0870 000 2288

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools