



## **PRIVACY NOTICE**

**For Pupils in Primary or Middle Schools  
Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings**

### **Privacy Notice - Data Protection Act 1998**

We St Thomas More Catholic First 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)

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Kimberley, School 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> 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>

<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:

- Performance Development Team, **Worcestershire County Council**  
Children's Services, County Hall, Worcester. WR5 2YA  
E-mail: [nobrien@worcestershire.gov.uk](mailto: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](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288