



## **PRIVACY NOTICE 2015-16**

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

We **Knutton St Mary's** 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. The personal information collected is used to:

- Support teaching and learning;
- Monitor and report on pupil 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 the Headteacher. 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:

#### **Schools Information Governance Officer**

Tel: 01785 278109

Email: [igu.schools@staffordshire.gov.uk](mailto:igu.schools@staffordshire.gov.uk)

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

#### **Contact details**

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>