PRIVACY NOTICE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Buxton 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[1] 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 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 Alison Money, Business Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please contact these bodies directly at the following addresses:

[1] Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

Local Authority (LA);

http://www.walthamforest.gov.uk/pages/services/data-protection.aspx?l1=100004&l2=200031

Information Officer
Residents First
Learning from Complaints
Waltham Forest Town Hall
Forest Road
Walthamstow E17 4JA
Tel 020 8496 3000

Email Information.Officer@walthamforest.gov.uk.
Website: http://www.walthamforest.gov.uk

Department for Education (DfE);

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

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Telephone: 0370 000 2288

email: http://www.education.gov.uk/help/contactus
Website: www.education.gov.uk