



## DATE PROTECTION NOTICE

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This Policy should also be read in conjunction with any relevant Jefferys Education Trust documentation/policies. Please ask if you need further information.

### Privacy Notice - Data Protection Act 1998

We, Hollybrook Infant School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from any 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, child's 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/Trust, 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 Department for Education (DFE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact the school office team.

If you require more information about how the DFE store and use your information, then please go to the following website:

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

If you are unable to access the website we can send you a copy of this information. Please contact the DFE as follows:

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