

PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We **Sunningdale 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. 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, characteristics such as ethnic group, special educational needs and any relevant medical information.

We also use photographs to track pupil progress.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact **Mrs Glenis Wallace, Office Manager**.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.sunderland.gov.uk/Public/Editable/Themes/childrensservices/your-info.asp>
- http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

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

- lois.catling@sunderland.gov.uk or tel: 0191 5611455
- Public Communications Unit

Department for Children, Schools and Families

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: www.dcsf.gov.uk

email: info@dcsf.gsi.gov.uk

tel: 0870 000 2288.