

Kingsway Infant School

Privacy Notice



Data Protection Act 1998: How we use your information

We at Kingsway Infant School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

The information includes your child/children's contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the Local Authority by informing the school via the office. This right is transferred to the child once he/she reaches the age 16.

For more information about services for young people, please go to our local authority website: www.intra.thegrid.org.uk

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.intra.thegrid.org.uk
- the DfE website at <https://www.gov.uk/government/organisations/department-for-education>

If you want to receive a copy of the information about you that we hold, please contact:

- **Mrs Combridge via the School Office**

If you cannot access these websites, please contact the LA or DfE as follows:

Data Protection Team
Hertfordshire County Council
County Hall
Pegs Lane
Hertford
SG13 8DQ
Email: data.protection@hertfordshire.gov.uk

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>

Telephone: 0370 000 2288