

# Privacy Notice - Data Protection Act 1998

St Egwin's C E Middle 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, the local authority 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 (including the name and address of your parents / carers), 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 or your parents/ carers 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 and your parents/carers to the Local Authority, this is to ensure that the Local Authority can meet its statutory duty with Central Government.

We are required by law to pass information about you to the Department for Education (DfE). 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:

<http://worcestershire.whub.org.uk> and use the search function to look up privacy notices.

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance Development Team  
Worcestershire County Council  
Children's Services  
County Hall  
Worcestershire County Council  
WR5 2YA  
Email: [dprice@worcestershire.gov.uk](mailto:dprice@worcestershire.gov.uk)  
Telephone: 01905 822067

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

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