

St James & St John CE Primary School

PRIVACY NOTICE



Privacy Notice - Data Protection Act 2010

We, St James & St John CE Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you, may receive information from your child's previous school and may receive information from other agencies that the family has been involved with. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child's school is doing.

This information includes parental contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

Information Sharing

We are required by law to pass some information about your child to the Local Authority and the Department for Education (DfE). When your child leaves St James and St John their school record (and the information it contains) is passed onto their next school.

Consent to share information

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. The guiding principle is that information is held in strict confidence, and we would normally ask consent to share it. If a parent does not want certain information recorded or shared with other members of staff or other children's agencies, they should talk to the head teacher in confidence. If we do not hear from parents we will assume that they are happy for us to share information.

Sharing information without consent

Parental consent, although desirable, is not an absolute requirement where there is an overriding concern for the welfare or protection of a child or there is reason to suspect that doing so might place the child or a member of staff at further risk.

There are times when information, about the adults concerned, or about the child, may be shared without consent. These include:

- *safeguarding children or vulnerable adults*
- *preventing harm or risk to children, to yourself or to others*
- *investigation or prevention of crime*
- *control of infectious diseases*
- *in response to a Court Order*

If you would like to see a copy of the information we hold and /or share about your child please contact the School Administrator.

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

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288