



PRIVACY NOTICE for Schools and Academies 2016 for **Pupils in Schools/Pupil Referral Units/Early Years Settings**

Privacy Notice - Data Protection Act 1998

We Malmesbury Park Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school/setting.

We hold this personal data and use it to:

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

Information about you and your child that we hold includes contact details, national curriculum assessment results, attendance information¹ 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 without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Local Authority² and the Department for Education (DfE). If you want to receive a copy of the information about you that we hold and/or share, please contact the School Office on 01202 291227.

2, 3 and 4 Year old children in Early Years Settings

We will share information about your child's progress and development with Bournemouth LA, your local Children's Centre and any other EY settings your child attends, so that they may work in partnership with us to support your child's progress. We will also share relevant information with the Admissions Team to assist in the transition to Primary School. If specific additional support may be of benefit to your child, you will be consulted. If you would like to know more about Children's Centres, please ask us for information or visit

www.bournemouth.gov.uk/childrenscentres

These websites provide more information about how the LA and DfE store and use your information:

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

<http://www.bournemouth.gov.uk/cisprivacynotice>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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:

- Children & Young People's Services
Bournemouth Borough Council
Town Hall Extension – E3
Bourne Avenue,
Bournemouth
BH2 6DY
website: www.bournemouth.gov.uk
email: cs.complaints@bournemouth.gov.uk
Tel: 01202 456201/108

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

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those in Alternative Provision and Early Years Settings.

² For those children in Early Years Setting this includes information to process the Early Years Funding for 2, 3 and 4 Year Olds and to offer any relevant Special Educational Needs.