

PRIVACY NOTICE

Pupils in Schools, Academies, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We St John of Jerusalem C of E Primary 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 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, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you 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 of your information to London Borough of Hackney (Local Authority), formerly The Learning Trust, and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Bridget Onyeka, Administration Manager.

If you require more information about how London Borough of Hackney, and/or DfE store and use your information, then please go to the following websites:

http://trustnet.learningtrust.co.uk/Trust/Services/ICT/school_census/Pages/UsefulCensusDocuments.aspx

http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy_notices

If you are unable to access these websites, please contact the Local Authority or Department for Education as follows:

Data Protection and legal queries

Kym Beeston
kym.beeston@learningtrust.co.uk

Schools – Pupils and Staff

Sylvia Redhead, Education Information & Data
Service

¹ Attendance is not collected for pupils under 5 at Early Years Settings

Sylvia.redhead@learningtrust.co.uk

Department for Education

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

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