



**MANOR FARM
COMMUNITY JUNIOR SCHOOL**

**PRIVACY NOTICE
(PUPILS)**
Sept 2015

Dear Parent

Privacy Notice - Data Protection Act 1998

We **Manor Farm Community Junior School** are a data controller for the purposes of the Data Protection Act. We collect information from you about your child and may receive information about your child from their previous school and the Learning Records Service. The school holds this personal data and uses it to:

- Support its pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post-14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about your child 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 your child to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information that we hold and/or share about your child, please contact **Jan Jowett in the School Office**.

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:

LA: www.buckscc.gov.uk/privacynotice

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

If you are unable to access these websites, please contact the LA or DfE as follows:

LA: schoolsweb@buckscc.gov.uk

DfE: Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0370 000 2288