

PRIVACY NOTICE

Trafalgar Community Infant School (“the school”) processes personal information about its pupils and is a ‘data controller’ for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about your child from their previous setting.

We hold and use your child’s information to support their teaching and learning, monitor and report on how well they are doing, provide them with pastoral care and to assess how well the school is doing.

The information we hold includes, but is not limited to your and your child’s contact details, your child’s national curriculum assessment results and supporting information, attendance information, ethnic group, special educational needs status and any relevant medical information.

We will not give information about you or your child to anyone outside the school without your permission unless the law and our rules require it. We are required by law to pass some of your child’s information to West Sussex County Council and to the Department for Education (DfE) and local NHS agencies. We will pass on individual pupil records to the receiving school when your child moves from one school to another.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

Trafalgar Community Infant School

If you want to see a copy of the information we hold and share about you then please contact the Headteacher

West Sussex County Council

If you need to know more about how West Sussex County Council stores and uses your information please see their website:

www.westsussex.gov.uk/privacy-policy/

If you are unable to access this website, please contact:

The Data Controller
West Sussex County Council
County Hall
West Street
Chichester
PO19 1RQ

Tel: 01243 777100

Department for Education

If you need to know more about how the DfE stores and uses your information please see their website:

<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 this website, the DfE can send you a copy of this information. Please contact:

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0370 000 2288

www.gov.uk/government/organisations/department-for-education