

PRIVACY NOTICE

Barcombe CE Primary 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 about our pupils and may receive information about them from their previous school.

We hold and use our pupil'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 their school is doing.

The information we hold includes their contact details, national curriculum assessment results, attendance information¹, their ethnic group, special educational needs and any relevant medical information.

We will not give information about them to anyone outside the school without your permission unless the law and our rules permit it. We are required by law to pass some of their information to East Sussex County Council and to the Department for Children, Schools and Families (DCSF).

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOUR CHILD

If you want to see a copy of the information we hold and share about your child then please contact **Ann Marie Forster** in the school office.

If you need to know more about how East Sussex County Council and the DCSF store and use your information please contact them:

East Sussex County Council:

<http://www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/youngpeople.htm>

DCSF: www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you are unable to access these websites, please contact the County Council or the DCSF as follows:

Information Governance Officer

Children's Services

East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 482901

✉ CS.DPA@eastsussex.gov.uk

🌐 www.eastsussex.gov.uk

Public Communications Unit

Department for Children, Schools and Families

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

☎ 0870 000 2288

✉ info@dcf.gsi.gov.uk

🌐 www.dcf.gov.uk

¹ Attendance information is not collected for pupils under 5 years of age at Early Years Settings or maintained schools.