



Billingshurst Primary School
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PRIVACY NOTICE

for

***Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings***

Privacy Notice - Data Protection Act 1998

Billingshurst Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from your child's previous school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information.

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 about your child that we hold and/or share, please contact the Headteacher.

If you require more information about how the Local Authority (LA) and/or DfE store and use your child's information, then please go to the following websites:

- https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/school_management/performance_team_education/guidance_notes_and_information/privacy_notice.aspx

¹ and

¹ Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/notifications/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/notifications/a0064391/who-the-department-passes-pupil-data-to>

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:

- Sue Bryan
Learning
Children's Services
West Sussex County Council
County Hall
Chichester PO10 1RF
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288