

Bordon Junior School

PRIVACY NOTICE (PUPILS)

Privacy Notice - Data Protection Act 1998

We at **Bordon Junior 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 or Hampshire County Council. 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 our **school** is doing.

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

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 follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf

We are required by law to pass some of your information to the Local Authority 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 **the school office on 01420 472145**

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

For Hampshire County Council

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

and for the DfE

What DfE does with pupils' and children's data

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

Who DfE passes pupil data to

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

- Barbara Sorkin
Data Protection & Quality Adviser
Children's Services
Elizabeth II Court (East)
The Castle
WINCHESTER
SO23 8UQ

Website: <http://www3.hants.gov.uk/learning>

Email: Barbara.Sorkin@Hants.gov.uk

Telephone: 01962 845554

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: 0870 000 2288

This policy is updated annually by the governing body in line with the policy review schedule.