

PRIVACY NOTICE for pupils in schools, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We, Winton Primary 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. 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 the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as 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 permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the School Office on 01202 513988.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- http://www.bournemouth.gov.uk/Education/data_protection/default.asp and
- <http://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 LA or the DCSF as follows:

- Information Officers
Bournemouth Borough Council
Dorset House
20-22 Christchurch Road
Bournemouth
BH1 3NL
website: www.bournemouth.gov.uk
email: cs.complaints@bournemouth.gov.uk
tel: 01202 456201/108
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsgsi.gov.uk
tel: 0870 000 2288.

PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school or the Local Authority

Privacy Notice - Data Protection Act 1998

We, Winton Primary School, are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school or LA. This is to assist in the smooth running of the school and/or enable individuals to be paid. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; post "A" level qualifications; and absence information.

The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modeling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body.

We are required to pass on some of this data to:

- the LA
- the Department for Children, Schools and Families (DCSF).

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- http://www.bournemouth.gov.uk/Education/data_protection/default.asp
- and
- http://www.teachernet.gov.uk/_doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc

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

- Information Officers
Bournemouth Borough Council
Dorset House
20-22 Christchurch Road
Bournemouth
BH1 3NL
website: www.bournemouth.gov.uk
email: cs.complaints@bournemouth.gov.uk
tel: 01202 456201/108
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

We will not give information about you to anyone outside the school or LA without your consent unless the law and our rules allow us to.