

PRIVACY NOTICE

for
St. Margaret's-at-Cliffe Primary School

1. Privacy Notice - Data Protection Act 1998

We St. Margaret's-at-Cliffe Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you and your child from your previous school, Kent County Council (KCC) and the Learning Records Service.

2. How we use your personal information

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 is doing.

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

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

3. How we keep your information safe

St. Margaret's-at-Cliffe Primary School keep information about you on computer systems and also sometimes on paper. We hold your child's education records securely and retain them until passing them on to the appropriate secondary school.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure your child stays safe and healthy or we are legally required to do so.

4. Need to know more about how we process your information?

If you need more information about how St. Margaret's-at-Cliffe Primary School uses your information or to see a copy of your personal information, please contact the secretary.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact:

Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone, Kent

ME14 1XQ

Email: dataprotection@kent.gov.uk

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx

To view KCC's Privacy Notice, please follow this link on the KCC website:

http://www.kent.gov.uk/website_information/about_this_website.aspx#privacy_policy

5. Need more information about young peoples' services?

For more information about young peoples' services, please go to

http://www.kent.gov.uk/education_and_learning/kiass.aspx or the KCC website at www.kent.gov.uk