

Fosse Primary School privacy Notice - Autumn 2015

Privacy Notice - Data Protection Act 1998

Fosse Primary School is a data controller for the purposes of the Data Protection Act. We collect information about children and young people who attend this establishment and may receive information from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and 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 are required by law to pass some information about you to the Local Authority, the Department for Education (DfE), to the local NHS Trust and to the national Health and Social Care Information Centre (HSCIC). This data is used to support the delivery of a range of functions e.g. school delivered inoculation programmes.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs A Marsh in the school office. If you require more details about the use and sharing of your information, please go to the following websites:

<http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/performance-inspections-and-reports/privacy-notice>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the local authority or Department for Education as follows:

The Local Authority:

Information Governance
Information & Support
Leicester City Council
1st Floor
16 New Walk
Leicester LE1 6UB
Website: www.leicester.gov.uk
Telephone: 0116 454 1300
Email: info.requests@leicester.gov.uk

The Department for Education:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288