

Privacy Notice - Data Protection Act 1998

We **Holy Trinity Pewley Down School, A Federation of Holy Trinity Church of England Junior School and Pewley Down Infant School, Guildford** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

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

If you want to receive a copy of the information about you that we hold or share, please contact Bev Reed, School Business Manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection>

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

If you cannot access these websites, please contact the LA or DfE as follows:

<p>Corporate Information Governance Manager Surrey County Council Legal & Democratic Services County Hall – Room 129 Penrhyn Road Kingston upon Thames Surrey KT1 2DN</p> <p>Website: www.surreycc.gov.uk</p> <p>Email: corpig@surreycc.gov.uk Tel: 03456 009 009</p>	<p>Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT</p> <p>Website: www.education.gov.uk</p> <p>Email: http://www.education.gov.uk/help/contactus</p> <p>Tel: 0370 000 2288</p>
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¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.