

Tredworth Junior School

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Ref: AD/lm

Headteacher
Andrew Darby BEd (Hons)

21 September 2017

Dear Parents and Carers

Privacy Notice - Data Protection Act 1998

We Tredworth Junior School are a 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 and the Learning Records Service. 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 your school 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 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 and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share then please send a written request to the school office.

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

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices> and

<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 LA or DfE as follows:

- CYP Systems Support Team
ICT Service
Gloucestershire County Council
Quayside House
Quay Street
Gloucester. GL1 2TZ

Website: www.gloucestershire.gov.uk

Email: cypdsystemsupport@gloucestershire.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Yours sincerely

ANDREW DARBY
Headteacher