

## PRIVACY NOTICE

for

# *St Dunstan's Catholic School*

### Privacy Notice - Data Protection Act 1998

We, St Dunstan's Catholic School, 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 pupil's learning;
- Monitor and report on pupil's progress;
- Provide appropriate pastoral care, and
- Assess how well pupils are doing.

Information about pupils that we hold includes contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as ethnic group, any special educational needs pupils may have and relevant medical information.

***We will not give information without consent, unless the law and our policies allow us to.***

We are required by law to pass some information 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 the Head Teacher.

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.birmingham.gov.uk/schools-data> or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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<sup>1</sup> 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.

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

- Steve Cullen  
Information Governance Manager  
Governance and Policy Team  
Children, Young People and Families Directorate  
PO Box 16568  
Birmingham  
B2 2FX

Email: [steve.cullen@birmingham.gov.uk](mailto:steve.cullen@birmingham.gov.uk)

Telephone: 0121 464 4591

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

Telephone: 0370 000 2288