

## **Privacy Notice - Data Protection Act 1998**

We Hothfield Junior School area 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 you 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 Department for Education (DfE)

(For Academy use only) We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold an/or share, please contact Mrs Pauline Pring (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:

### **Bradford Schools Online**

**What the Department for Education does with pupils' and children's data.**

**Who the Department passes pupil data to**

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:

- Information Management Team  
City of Bradford MDC  
Future House  
Bolling Road  
Bradford  
BD4 7EB  
Website: Bradford Schools Online  
Email: [paul.staincliffe@bradford.gov.uk](mailto:paul.staincliffe@bradford.gov.uk)  
Tel: 01274 385 638
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Tel: 0370 000 2288