

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
Tel: 01274 385 638
- 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>
Tel: 0370 000 2288