

Privacy Notice - Data Protection Act 1998

We Bursley Academy are the 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. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well your child is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some information about you and your child to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to see a copy of the information we hold and share about you then please contact Mrs Deborah Verdiani.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datanagement/dataprotection/a0064534/data-protection>
- <http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Data Protection Officer, Information Governance, Staffordshire County Council, Staffordshire Place, Tipping Street, Stafford ST16 2DH.
- Public Communications Unit
Department for Education
Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ
- website: <http://www.education.gov.uk/help/contactus/dfe>
- email: info@dcf.gsi.gov.uk
- tel: 0370 000 2288