## ST MARK'S CE PRIMARY SCHOOL

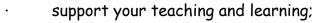
Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH



Privacy Notice - Data Protection Act 1998

We, St Mark's C E Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from any previous school. We hold this personal data and use it to:





- 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

A, 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 of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF). If you want to see a copy of the information we hold and share about you then please contact the School Office.





If you require more information about how the LA and/or DCSF store and

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use this data please go to the following websites:

http://wsgfl.westsussex.gov.uk/ccm/content/leadership/education-research--information-unit/fair-processing-notices.en and/or

http://www.teachernet.gov.uk/\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

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

Sue Bryan
Resources and Performance
Adults and Children's Services
West Sussex County Council
County Hall
Chichester
PO19 1RF



Public Communications Unit

Department for Children, Schools and Families

Sanctuary Buildings Great Smith Street London SW1P 3BT

website: <a href="www.dcsf.gov.uk">www.dcsf.gov.uk</a>
email: <a href="mailto:info@dcsf.gsi.gov.uk">info@dcsf.gsi.gov.uk</a>
tel: <a href="mailto:0870.000.2288">0870.000.2288</a>

A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools











