

## Data Protection

### Privacy Notice - Data Protection Act 1998 - for Primary Schools



At Billinge Chapel End, we abide by the guidelines set out in the data Protection Act 1998. 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
- provide appropriate pastoral care
- monitor and report on your progress
- assess how well your school is doing

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

We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Joint Council for Qualifications (JCQ), Ofsted, Young Peoples Learning Agency, Department of Health (DfH), Primary Care Trust (PCT). All these are data controllers for the information they receive.

If you want to see a copy of the information we hold and share about you then please contact our office. There may be a charge for this.

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

[www.rbwm.gov.uk/web/ed\\_school\\_index.htm](http://www.rbwm.gov.uk/web/ed_school_index.htm)

[www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data](http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data)

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

Data Protection Officer  
Royal Borough of Windsor & Maidenhead  
Town Hall  
St Ives Road, Maidenhead, SL6 1RF

Tel: 01628 796945

Email: [martin.tubbs@rbwm.gov.uk](mailto:martin.tubbs@rbwm.gov.uk) Public Communications Unit

Department for Education

Sanctuary Buildings, Great Smith Street

London, SW1P 3BT

Telephone: 0370 000 2288

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)