

PRIVACY NOTICE for primary age pupils in schools, early years settings, alternative provision and pupil referral units in Surrey

Privacy Notice - Data Protection Act 1998

We The Orchard 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 your previous school. 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 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 Sandra Mitchell

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

- http://sccchna1.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Publications+and+records?opendocument , and <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:

- Corporate Information & Governance Team
Surrey County Council
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DJ
website: www.surreycc.gov.uk
email: foi@surreycc.gov.uk
tel: 08456 009 009
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288

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