Believing and Achieving Together

Privacy Notice - Data Protection Act 1998

We, Seaton Delaval First School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information[1] and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact **Mrs J Marrs, Office Manager.**

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

http://www.northumberland.gov.uk/default.aspx?page=10584 or

http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you cannot access these websites, please contact the LA or DfE as follows:

Data Protection Officer
County Hall
Morpeth
Northumberland
NE61 2EF

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
Telephone: 0370 000 2288