PRIVACY NOTICE

Pupils in School/Academies, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Wincanton 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 your previous School/Academy and the Learning Records Service. 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/Academy is doing.

This information includes your contact details, national curriculum assessment results, attendance information[1] and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will only use images and pictures with your consent and as outlined in our **e-safety and image handling policies.**

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

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact **(Mr G Wilson, Headteacher, Wincanton Primary School).**

If you require more information about how the Local Authority (LA) and/or DfE store data please contact these institutions directly at the following addresses:

- Information Governance Team
  Somerset County Council
  County Hall
  Taunton
  TA1 4DY
  Email: informationgovernance@somerset.gov.uk
- Public Communications Unit

[1] Attendance is not collected for pupils under 5 at Early Years Settings or Maintained School/Academies

Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

- Careers South West Ltd
  3 Mendip House
  High Street
  Taunton
  TA1 3SX

- Capita SIMS
  Franklin Court
  Stannard Way
  Priory Business Park
  Cardington
  BEDFORD
  MK44 3 JZ
  Website: www.capita-sims.co.uk/
  Telephone: 01234 838080