

Cecil Gowing Infant School

Data Protection

Policy



Approved by Staff: November 2016

Approved by Governors: 24.11.16

Review date :November 2019

SignedI. Stubbs Date: 24.11.16

Headteacher

Signed.....Fiona Hardman Date 24.11.16

Chair of Governors

Privacy Notice – Data Protection Act 1998
For staff and students

Cecil Gowing Infant School is 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, copy of birth certificate and other relevant documents regarding parental responsibility, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

Personal data is held by the school about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teacher Review Body and the school support staff negotiating body.

This personal data includes some or all of the following – identifies such as name and National Insurance Number and characteristics such as ethnic group, employment contract and remuneration details, qualifications and absence 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 (LA) and the Department for Education.

If you want to receive a copy of the information about that we hold or share, please contact the school office.

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

www.norfolk.gov.uk

or

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

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

The Data Protection Officer
Norfolk County Council
Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ
Tel: 01603 222170

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