

PONSBOURNE ST MARY'S

CofE PRIMARY SCHOOL

NEWGATE STREET VILLAGE

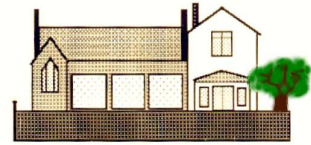
HERTFORD

HERTS SG13 8RA

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www.ponsbourne.herts.sch.uk



Headteacher:
Mrs Tracy Gaiteri

September 2009

Privacy Notice - Data Protection Act 1998

We Ponsbourne St. Mary's 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 information¹, 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 Michelle Wolstencroft, School Secretary.

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

- <http://www.hertsdirect.org/scholearn/privacysch2010/> and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

¹ Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Isatou Jaye
Senior Data Protection Practitioner
Information Governance Unit
Hertfordshire County Council
Telephone: 01992 555990
Fax: 01992 588117
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- Public Communications Unit
Department for Children, Schools and Families
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