

## BURTON SALMON CP SCHOOL

## DATA PROTECTION POLICY

Document Status			
<b>Date of Next Review</b>	05/2019	<b>Responsibility</b>	Governing Body
<b>Success Criteria for review completion</b>		<b>Responsibility</b>	Chair
<b>Date of Policy Creation</b> November 2014	<b>Adapted school written model</b>	<b>Responsibility</b>	Head Teacher
<b>Date of Policy Adoption by Governing Body</b> 05.12.14 05.05.17	Signed _____ Chair Of Governing Body		
<b>Method of Communication (e.g Website, Noticeboard, etc)</b>  Website	Signed _____ Head Teacher		

**Privacy Notice - Data Protection Act 1998**

We **Burton Salmon CP School** are a 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 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 / educational setting is doing.

Information about you that we hold includes your contact details, 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.

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

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact **the Headteacher**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.northyorks.gov.uk/schoolrecords](http://www.northyorks.gov.uk/schoolrecords) and

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

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

- Data Management Officer  
North Yorkshire County Council,  
Financial Services,  
County Hall,  
NORTHALLERTON,  
North Yorkshire,  
DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)  
email: [datamanagement.officer@northyorks.gov.uk](mailto:datamanagement.officer@northyorks.gov.uk)  
Telephone: 01609 533219
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288