

PRIVACY POLICY STATEMENT NOTICE

Sacred Heart Catholic Primary School processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about your child from their previous setting.

We hold and use your child's information to support their teaching and learning, monitor and report on how well they are doing, provide them with pastoral care and to assess how well the setting is doing.

The information we hold includes your and your child's contact details, your child's national curriculum assessment results, attendance information¹, ethnic group, special educational needs status and any relevant medical information.

We will not give information about you or your child to anyone outside the setting without your permission unless the law and our rules permit it. We are required by law to pass some of your child's information to East Sussex County Council and to the Department for Education (DfE) and local NHS agencies. We will pass on individual pupil records to the receiving setting when a child moves from one setting to another. This includes when a child moves to reception class in primary school.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

Sacred Heart Catholic Primary School

If you want to see a copy of the information we hold and share about you then please contact:
Mr Joseph Hellett, Head teacher.

East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses your information please see their website: www.eastsussex.gov.uk/dataprotection

If you are unable to access this website, please contact:

Information Governance Officer
Children's Services
East Sussex County Council
County Hall
St Anne's Crescent
Lewes
BN7 1UE

☎ 01273 482901
✉ CS.DPA@eastsussex.gov.uk
🌐 www.eastsussex.gov.uk

Department for Education

If you need to know more about how the DfE stores and uses your information please see their website:
<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you are unable to access these websites, the DfE can send you a copy of this information. Please contact:

Public Communications Unit
Department for Education
Sanctuary Buildings

Great Smith Street
London SW1P
3BT

☎ 0870 000 2288
✉ <http://www.education.gov.uk/help/contactus>
🌐 www.education.gov.uk

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.