

Dear Parent

Privacy Notice - Data Protection Act 1998

We, Broughton Community Infant School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child, and may receive information about your child from their previous school. The school holds this personal data and uses it to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This information includes children's contact details, national curriculum assessment results, attendance information^A, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it. We operate a texting facility through Teachers2Parents which allows us to contact via text the first point of contact telephone number in case of emergencies and to pass on other important information. Teachers2Parents do not use school data of any kind for any marketing/spam purposes. If you wish to see a copy of the Teachers2Parents data protection/security information please contact the School Office. If you do not wish your details to be utilised in this way please inform the school in writing immediately.

We are required by law to pass some of this 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 your child then please contact the School Office.

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

- LA: www.buckscc.gov.uk/privacynotice
- DCSF: http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

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

- LA: webcommunications@buckscc.gov.uk
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

C U M Williams
Headteacher

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