

PRIVACY NOTICE

St. Stephen's Junior School

Privacy Notice - Data Protection Act 1998

We, St. Stephen's Junior School are 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, local authority, the Department for Education (DFE) and the Learning Records Service. We hold this personal data to:

- Support your teaching and 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, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us 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 without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

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

If you need more information about how the LA and DfE store and use your information, then please contact:-

Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk
Tel: 03000 416286

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

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