Ashton St Peter's Church of England VA Primary School
Leighton Court, Dunstable, Beds, LU6 1EW
01582 663410

PRIVACY NOTICE

Privacy Notice – Data Protection Act 1998

We, Ashton St Peter's Church of England VA Primary 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 is doing.

This information includes your contact details, national curriculum assessment result, attendance information and personal characteristics such as your ethnic group, any special educational needs 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.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Karen O'Geare, Finance Manager/Administrator.

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:

Central Bedfordshire local authority:
http://www.centralbedfordshire.gov.uk/Images/LAPrivacyNotice_0312_tcm6-42318.pdf#False

Department for Education (DfE):
http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/b00212337/datause

If you are unable to access these websites they can send you a copy of this information. Please contact the LA or DfE as follows:

- Rob Hutton, Principal Information & Records Officer
  Priory House
  Monks Walk
  Chicksands
  Shefford SG17 5TQ
  Telephone: 0300 300 8000

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