

## PRIVACY NOTICE

**Grovelands C P 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 you from your previous school.

We hold and use your information to support your teaching and learning, monitor and report on how well you are doing, provide you with pastoral care and to assess how well your school is doing.

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

We will not give information about you to anyone outside the school without your permission unless the law and our rules permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (DfE).

### YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

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

#### **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](http://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](mailto:CS.DPA@eastsussex.gov.uk)  
🌐 [www.eastsussex.gov.uk](http://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 websites:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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](http://www.education.gov.uk)