

## 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<sup>1</sup>, 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 Children, Schools and Families (DCSF).

### 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 Head Teacher.

If you need to know more about how East Sussex County Council and the DCSF store and use your information please contact them:

East Sussex County Council:

<http://www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/youngpeople.htm>

DCSF: [www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](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 County Council or the DCSF as follows:

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)

Public Communications Unit

**Department for Children, Schools and Families**

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

☎ 0870 000 2288

✉ [info@dcf.gsi.gov.uk](mailto:info@dcf.gsi.gov.uk)

🌐 [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

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<sup>1</sup> Attendance information is not collected for pupils under 5 years of age at Early Years Settings or maintained schools.