

Privacy Notice - Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to :

- Support our pupils' learning
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.

The information about pupils we hold will include contact details, national curriculum assessment results, attendance information, any exclusion 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 policies allow us to.

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

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, please contact:

- our local authority at <http://www.n-somerset.gov.uk/Education/schools/Pages/Schools.aspx> ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of the information about you that we hold please contact Sarah Edwards via the school office.