

## Privacy Notice

### Privacy Notice - Data Protection Act 1998

**St Edwards's CE Academy Cheddleton** is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child from your previous school and the Learning Records Service. We hold this personal data to:

- Support learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about your child that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as ethnic group, any special educational needs your child may have and relevant medical information.

*However, as a parent, you can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to your child on their 16th birthday. Please tell **Ruth Edwards or Carol Fryer [in the academy office]** if you wish to opt out of this arrangement.*

*For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>*

***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.*

Additional organisations that we will share personal data with are:

- The Local Authority (Staffordshire County Council)
- The NHS
- The Department for Education (DfE)
- Ofsted
- Examining bodies
- Entrust
- Colleges or Universities
- ICT service providers
- Providers of any internal services e.g. catering/ParentPay
- Community Safety Partnership (CSP) Lead

If you want to receive a copy of the information about you that we hold or share, please contact **Ruth Edwards or Carol Fryer [academy office]**.

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

The Staffordshire University Academies Trust adheres to the Safer Estates Agreement.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx> or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Information Governance Unit, 3<sup>rd</sup> Floor, Staffordshire Place 2, Tipping Street, Stafford ST16 2DH.  
Tel: 01785 278387. Email: [igu.schools@staffordshire.gov.uk](mailto:igu.schools@staffordshire.gov.uk).
- 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