Privacy Notice - Data Protection Act 1998

We Aston Tower Community 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 results, attendance information¹ 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 the School Business Manager.

If you require more information about how the DfE store and use your information, then please go to the following website:

_http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause_

If you are unable to access this website please contact the LA and/or DfE as follows:

- Steve Cullen, Information Governance Manager, Governance & Policy Team. CYPF Directorate, Birmingham City Council, PO Box 16568, Birmingham, B2 2FX
- 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

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.