

Toddington St. George Church of England School

Headteacher:
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Dear Parents / Carers,

Privacy Notice - Data Protection Act 1998

We at Toddington St. George Church of England 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 Education Establishment 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 Education Establishment is doing.

This information includes your contact details, national curriculum assessment results, attendance 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 Education Establishment 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 Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs. Barnish in the School Office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

Central Bedfordshire local authority:

http://www.learning.centralbedfordshire.gov.uk/images/LAPrivacyNotice_0312_tcm6-42318.pdf#False

Department for Education (DfE):

<http://education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Rob Hutton, Corporate Information & Records Adviser,
Priory House,
Monks Walk,
Chicksands
Shefford SG17 5TQ
Telephone : 0300 300 8000
- 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

Yours sincerely,

Mrs. J.M. Spencer
Headteacher