



St. Mary's C of E (Aided) Primary School
Silkham Road
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Surrey
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Head Teacher
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Privacy Notice - Data Protection Act 1998

We, St Mary's C of E Primary School, are the 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. 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 we are doing.

This information includes your contact details, national curriculum assessment results, attendance information ^A, characteristics such as ethnic group, special educational needs and any 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 of your information to the Local Authority (LA), and the Department for Education (DFE).

If you want to see a copy of the information we hold and share about you then please contact our Bursar, Mrs S Duff.

If you require more information about how the LA and/or DFE store and use this data please go to the following websites:

<http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the LA or the DFE as follows:

- Corporate Information & Governance Manager
Legal & Democratic Services
County Hall – Room 129
Penrhyn Road
Kingston upon Thames, KT1 2DN
website: www.surreycc.gov.uk
email: corpig@surreycc.gov.uk
tel: 03456 009 009
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT
website: www.education.gov.uk
email: via website
tel: 0370 000 2288

^A Attendance information is not collected for the census for pupils at Nursery, Early Years Settings, aged under 4 years in Maintained Schools or in alternative provision

At St Mary's, everyone is supported, challenged and secure in a caring Christian environment

