



Learn, Serve, Shine

Crockham Hill C E Primary School

Privacy Notice for Pupils and Parents

Review Body:	Full Governing Body
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	2 years
Reviewed:	Autumn 2017
Next Review:	Summer 2018 (New legislation from May 2018)

(Based on KCC Model Privacy Notice)

1. Privacy Notice - Data Protection Act 1998

We, Crockham Hill C E 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, Kent County Council (KCC) and the Learning Records Service.

2. How we use your personal information

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,
- Assess how well your school 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 are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

3. How we keep your information safe

Crockham Hill C E Primary School keeps information about you on computer systems and also sometimes on paper.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

4. Need to know more about how we process your information?

If you need more information about how Crockham Hill C E Primary School uses your information or to see a copy of your personal information, please contact Mrs Feakes.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact:

Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

To view KCC's Privacy Notice, please follow this link on the KCC website: <http://www.kent.gov.uk/about-the-council/about-the-website/privacy-policy>

5. Need more information about young peoples' services?

For more information about young peoples' services, please go to <http://www.kent.gov.uk/education-and-children/young-people> or the KCC website at www.kent.gov.uk