



Kea Community Primary School

Dear Parent

Use of Pupil Data

It is essential that we ensure the information we hold about you and your child is accurate and up to date in order for us to support pupils at school.

You will find attached to this letter a **Data Collection Sheet** that tells you about the information currently held about you and your child. I would be very grateful if you would:

1. **amend the attached Data Collection Sheet with any information that has changed;**
2. **sign the Data Collection Sheet at the bottom to let us know that you have seen it;**
3. **return the Data Collection Sheet to the school office within two weeks.**

CONFIDENTIALITY: The information that you give us will be maintained on the school's data base to which no unauthorised person has access. The data base will be subject to strict controls to ensure compliance with the Data Protection Act 1998.

We also enclose some important information about the way we use your data and who we share it with. We would be grateful if you would read the **Privacy Notice** (on the other side of this letter), which the government has asked all schools to send to parents.

If you have any problems understanding the enclosed documents or need further help, please contact the school office.

Yours sincerely

Katherine Warren
Headteacher



Kea Community Primary School

PRIVACY NOTICE - Kea C P School

Privacy Notice - Data Protection Act 1998

We Kea C P School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous. We hold this personal data to:

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

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. ***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 our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact the school office.

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.cornwall.gov.uk/default.aspx?page=20730> or

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

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

- The Local Authority's Data Protection Officer can be contacted at **Cornwall Council, County Hall, Truro, Cornwall, TR1 3AY**
Website: www.cornwall.gov.uk
Telephone: 0300 1234 101
- 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