

Notice to all Parents - Privacy Notice – Data Protection Act 1998

We, the Robinswood Multi Academy Trust, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from their previous school. We hold this personal data and use it to:

- support your child's teaching learning
- monitor and report on his/her progress
- provide appropriate pastoral care and
- assess how well he/she is doing.

This information includes your contact details, case files, national curriculum assessment results, attendance information*, 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 rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact Mrs Penswick in the school office.

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

<http://www.gloucestershire.gov.uk/privacynotices> and
<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20children's%20data%20v4%20final.doc>

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

CYPD Information Support Team	Website:	www.gloucestershire.gov.uk
Gloucestershire County Council	Email:	datasupport@gloucestershire.gov.uk
Shire Hall		
Gloucester. GL1 2TP		

Public Communications Unit	Website:	www.dcsf.gov.uk
Department for Children, Schools and Families	Email:	info@dcsf.gsi.gov.uk
Sanctuary Buildings	Tel:	08700 002288
Great Smith Street		
London. SW1P 3BT		

Please let the school know, in writing, if you do not want any photograph that we may take of your child in school to be published in the local press, on the website, or used around the school.

Privacy of Staff

Please be aware that due to the data protection of staff personal details we are unable to sign passport applications or similar.

June 2015

*Attendance information is not collected for pupils under five at early years settings or maintained schools.