



Privacy Notice - Data Protection Act 1998

We Mayfield 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 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 school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. . If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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 Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact your school

If you want to see a copy of the information we hold and share about you then please contact Mrs Tracy Stewart.

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:

<http://www.cambridgeshire.gov.uk/council/access/dp/fairprocessing.htm> and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you do not have access to these websites or you have any queries, please contact the LA or the DfE as follows:

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

For any queries relating to the production and distribution of the Privacy Notice, please contact:

- OneVision Team
Cambridgeshire County Council
42 West Street
Godmanchester PE29 2HJ
email: one@cambridgeshire.gov.uk
tel: 01480 355977

For any queries relating to Data Protection, please contact the Data Protection Officer at:

- Data Protection Team
Cambridgeshire County Council
Shire Hall
Castle Hill
Cambridge CB3 0AP
tel: 01223 699137