



SNARESBROOK PREP SCHOOL

PRIVACY NOTICE

Data Protection Act 1998

We, **SNARESBROOK PREP SCHOOL**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from his / her previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well we are doing

This information includes your child's 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 will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some information about your child to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about your child that we hold and/or share, please contact the school office.

If you require more information about how the Local Authority (LA) and or DfE store and use your child's information, then please go to the following websites.

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

http://www2.redbridge.gov.uk/cms/children_and_schools/school_support_information/strategies_plans_and_policy.aspx

If you are unable to access these websites please contact the LA or DfE and they will send you a copy of this information.

Redbridge Education Authority
Lynton House
255-259 High Road
Ilford
IG1 1NN

Website: <http://www.redbridge.gov.uk/>
Email: customer.cc@redbridge.gov.uk
Tel: 020 8554 5000

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