

## Privacy Notice - Data Protection Act 1998

Castle Lower School 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 their teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>A</sup>, characteristics such as ethnic group, special educational needs and any 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 of the childrens 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 your child then please contact Mrs S. Goduti who is in the school office on 01234 300800.

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

- [http://www.bedford.gov.uk/education\\_and\\_learning.aspx](http://www.bedford.gov.uk/education_and_learning.aspx) 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:

- Keith Scott (Bedford Borough Education Officer) on 01234 363222
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools