

## PRIVACY NOTICE

### *Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998**

We **Kingsmoor 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<sup>1</sup> and personal characteristics such as your 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 allow us to.***

We are required by law to pass some of your information to the Local Authority 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 **Mrs Lesley Williams the school administrator.**

If you require more information about how the Local Authority (LA) and/or DfE store please contact these institutions directly at the following addresses:

- CYPD Information Officer, Children and Young People's Directorate, Somerset County Council, County Hall, Taunton TA1 4DY  
Email: [educfoi@somerset.gov.uk](mailto:educfoi@somerset.gov.uk)  
Tel: 01823 355959
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

The school has a duty of care to all of their pupils, and this care comes into being everyday at the start of the school day and whilst the pupils is on school premises. In order to assist with this duty this school has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, emergency closure, Reminders of Holidays and Events.

To inform parents or designated carers of important issues the text messaging service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the pupil's first name, no other personal data will be retained by the Texting Company.

If you require any further information please contact the school.

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools