

13th October 2009

Dear Parent/Carer

To meet the requirements under the Data Protection Act 1998, all schools need to issue a Privacy Notice to pupils/parents summarising the information held about the pupils, why it is held, how it may be used, and the third parties to whom it may be passed on.

Attached is a copy of the explanatory notice for your information.

Yours sincerely

N. Mills
Headteacher

Privacy Notice - Data Protection Act 1998

We Parkside Middle 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. 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 ^A, 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 Office Manager, Parkside Middle School.

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

- <http://worcestershire.whub.org.uk/home/wccindex/wcc-edu-index/wcc-edu-doc-rep/wcc-education-privacy-notice.htm>; or
- <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:

- Performance Development Team
Worcestershire County Council
Children's Services
County Hall
Worcester
WR5 2YA
website: <http://worcestershire.whub.org.uk/home/wccindex.htm>
email: willetts@worcestershire.gov.uk
tel: 01905 766281
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

SW1P 3BT

website: www.dcsf.gov.uk
email: info@dcsgsi.gov.uk
tel: 0870 000 2288.

