

13<sup>th</sup> 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 <sup>A</sup>, 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 the 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: [lwilletts@worcestershire.gov.uk](mailto:lwilletts@worcestershire.gov.uk)  
tel: 01905 766281
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street

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

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.

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform the Office Manager, Parkside Middle School if you wish to opt-out of this arrangement. For more information about Connexions, please contact the Local Authority as shown above.