

# ANDREWS' ENDOWED CE PRIMARY SCHOOL PRIVACY NOTICE

for

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

## Privacy Notice - Data Protection Act 1998

We **Andrews' Endowed CE Primary School** are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well their school is doing.

This information includes contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

***We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to.***

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

We also have local arrangements in place where the school exchanges information with the school nurse service. Basic information in the form of lists of names of children in each class with their dates of birth, when necessary, are shared via SIMS (Schools Information Management System) upload with service providers such as the School Photographer; Mathletics, an online maths website (for which each child is provided with a login); and Tucasi Accounting (the provider of our electronic dinner monies/trips/ASC payment service).

If you want to see a copy of the information about your child(ren) that we hold and/or share, please contact **the School Admin Officer in the first instance.**

### **The School Admin Officer**

**Andrews' Endowed CE Primary School, 92 London Road, Holybourne Alton GU34 4EL  
01420 83094 [adminoffice@andrewsendowed.hants.sch.uk](mailto:adminoffice@andrewsendowed.hants.sch.uk)**

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

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

**For Hampshire County Council:**

The County Council has their own privacy notice, which can be accessed via the following link:

[http://www3.hants.gov.uk/hcc\\_csd\\_privacy\\_notice\\_-\\_generic\\_sept\\_2014\\_-2.doc](http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc)

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

**For the DfE:**

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Team  
Children's Services  
Elizabeth II Court (North)  
The Castle  
WINCHESTER  
SO23 8UQ  
Website: <http://www3.hants.gov.uk/learning>  
email: [childrens.services.dp@hants.gov.uk](mailto:childrens.services.dp@hants.gov.uk)  
Telephone: 01962 845320
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288