



Headteacher : Mrs J Clifton
Deputy Headteacher: Mr K Rogerson

Trittiford Road
Billesley
Birmingham
B13 0ES
Tel: 0121 675 2800
Fax: 0121 464 3410

April 2014

Dear Parent(s)/Carer(s)

Privacy Notice - Data Protection Act 1998

We Billesley Primary 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 and the Learning Records Service. We hold this personal data and use it to:

- Support children's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing as a whole.

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

We will not give information about children to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some information to the Local Authority and the Department for Education (DfE).

If you wish to obtain a copy or require more information held about your child, then please contact Mrs C Smith (Office Manager) at school.

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:

www.bgfl.org and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

Cont/d.....

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Steve Cullen (Information Governance Manager)
Data Protection Office
Children, Young People and Families Directorate,
Birmingham City Council,
Martineau Centre,
Balden Road,
Birmingham,
B32 2EH

email: steve.cullen@birmingham.gov.uk

Tel: 0121 464 4591

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: info@education.gsi.gov.uk

Telephone: 0870 000 2288

The school sends out Data Checking Sheets to parents on a regular basis; please complete and return these to school to inform us of necessary amendments to children's contact and other details. We would also request parents to keep us informed at all times of **any** changes, in order for us to keep this important information up to date on our system.

Yours sincerely

Mrs J Clifton
Headteacher