

Privacy Notice - Data Protection Act 1998

We, The Archbishop Lanfranc 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;
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, 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).

School data is also used to support ContactPoint, the Croydon Child Index and Children in Need Census, further details are available on the Croydon Council website:

<http://www.croydon.gov.uk/healthsocial/families/ecm1/ecm>

or telephone:

ContactPoint and Croydon tel no: 020 8726 6000 ext. 65660

Children in Need Census tel no: 020 8726 6000 ext 63584 or 61646

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how the DCSF stores and uses this data please go to the following website:

http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you are unable to access this website, please contact the DCSF as follows:

Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

website: www.dcsf.gov.uk

email: info@dcsf.gsi.gov.uk

tel: 0870 000 2288.

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 school office if you wish to opt-out of this arrangement. For more information about Connexions, please contact the Local Authority as shown above.