

## Privacy Notice – Data Protection Act 1998

We Caversham Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you about your child and may receive information about your child from their previous school. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

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

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

We are required by law to pass some information about your child to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information that we hold and/or share, please contact the School Office.

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

<http://www.reading.gov.uk/council/dataprotection/data-protection-privacy-notice/> or

<http://education.gov.uk/researchandstatistics/datadatam/b00212337/datause>

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

The Data Protection Officer  
Legal Services  
Reading Borough Council  
Civic Centre  
Reading  
RG1 7AE  
Telephone : 0118 9373737

Public Communication Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website : [www.education.gov.uk](http://www.education.gov.uk)  
E-mail : <http://www.education.gov.uk/help.contactus>  
Telephone : 0370 0002288