

# Goddard Park

## Community Primary School

### An Integrated Academy and Children's Centre



**Headteacher: Mike Welsh**

**Everybody learns, everybody cares**

#### Privacy Notice - Data Protection Act 1998

**Reviewed: January 2017**

We, Goddard Park Community Primary School Academy Trust, are the Data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you and your child from their previous school and the Learning Records Service. 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 your school is doing.

This information includes your contact details, national curriculum assessment results for your child, attendance information <sup>A</sup>, and personal 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 allow us to. We may provide your information to our agents to allow them to establish your entitlement to free school meals and Pupil Premium, or to contact you with regard to your child's absence. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Fiona Godfrey, School Business Manager, at the school office.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.swindon.gov.uk/yourcouncil/dataprotectionact.htm> and
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

- Information Manager, Children Services, Swindon Borough Council, Sanford House, Sanford Street, Swindon, SN1 1QH.  
website: [www.swindon.gov.uk](http://www.swindon.gov.uk)  
email: [sbyford@swindon.gov.uk](mailto:sbyford@swindon.gov.uk)  
tel: 01793 465785
- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
tel: 0870 0

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