

Motcombe School



PRIVACY NOTICE

Motcombe School processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about your child from their previous school.

We hold and use your child's information to support their teaching and learning, monitor and report on their progress, provide them with pastoral care and to assess how well the school is doing.

The information we hold includes you and your child's contact details, national curriculum assessment results, attendance information¹, ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your permission unless the law and our policies permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (DfE).

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

Motcombe School

If you want to see a copy of the information we hold and share about you then please contact Mrs Sue Spencer

East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

www.eastsussex.gov.uk/dataprotection

If you are unable to access this website, please contact:

Information Governance Officer
Children's Services

East Sussex County Council

County Hall
St Anne's Crescent
Lewes
BN7 1UE

☎ 01273 335645

✉ CS.DPA@eastsussex.gov.uk

🌐 www.eastsussex.gov.uk

Department for Education

If you need to know more about how the DfE stores and uses your information please see their website:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you are unable to access these websites, the DfE can send you a copy of this information. Please contact:

Public Communications Unit

Department for Education

Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

☎ 0870 000 2288

✉ <http://www.education.gov.uk/help/contactus>

🌐 www.education.gov.uk