



Learning, Playing, Working,  
Growing Together

Macmillan Drive  
Eastbourne  
East Sussex  
BN21 1SN

Telephone: 01323 728901

Email: [office@motcombe.e-sussex.sch.uk](mailto:office@motcombe.e-sussex.sch.uk)

Head Teacher: Tracy Robinson



## 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 information<sup>1</sup>, 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:

---

<sup>1</sup> 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](http://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](mailto:CS.DPA@eastsussex.gov.uk)  
🌐 [www.eastsussex.gov.uk](http://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](http://www.education.gov.uk)