

Privacy Notice - Data Protection Act 1998

We, West Bromwich North CoOP are the Data Controller for the purposes of the Data Protection Act. We may 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 child and assure his/her safety;
- monitor and report on his/her progress;
- provide appropriate care, and
- assess how well the activity is doing.

This information includes your contact details, 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).

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

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

- <http://www.laws.sandwell.gov.uk/ccm/navigation/education-and-learning/schools/fair-processing-statement/> and
- http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

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

DP Officer - Business Information Systems Unit, Shaftesbury House, 402 High Street, West Bromwich, West Midlands, B70 9LT or

- 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.