

Privacy Notice - Data Protection Act 1998

We [Sedgehill School] are the Data Controller for the purposes of the Data Protection Act. We 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 teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ^A, 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 [**Mrs Wendy Freds, Office Manager, Sedgehill School, SE6 3QW. Tel 020 8461 9139 or email Wfreds@sedgehill.lewisham.sch.uk**]

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.lewisham.gov.uk/EducationAndLearning/Schools/ExamsTermDates/PersonalInformationSchools.htm> 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:

- Data Protection Officer, **London Borough of Lewisham**
Room 203, Town Hall
Catford
London
SE6 4RU
Email: data.protection@lewisham.gov.uk
Telephone 020 8314 9928
Fax 020 8314 3429
website:
<http://www.lewisham.gov.uk/ContactUs/Contacts/DataProtectionAct.htm>
- Public Communications Unit
Department for Children, Schools and Families

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

In addition for Secondary Schools ->

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform:

Mrs Wendy Freds, Office Manager, Sedgehill School, SE6 3QW. Tel 020 8461 9139 or email Wfreds@sedgehill.lewisham.sch.uk if you wish to opt-out of this arrangement. For more information about Connexions please, please contact the Local Authority as shown above.