



Privacy Notice - Data Protection Act 1998

We, Ottery St Mary Primary 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, 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 LA (Devon County Council) 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 School Administrator.

If you require more information about how Devon County Council and the DCSF use this data please go to the following websites:

- www.devon.gov.uk/j4s-privacynotice and
http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you do not have access to the web, please contact the LA or the DCSF as follows:

Information Compliance Office
Information Management Team
Devon County Council
Room L 10
County Hall
Exeter
Devon
EX2 4QX

Public Communications Unit
Department for Children, School & Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.devon.gov.uk
Email: dpoffice@devon.gov.uk
Tel: 01392 384682

www.dcsf.gov.uk
info@dcfs.gsi.gov.uk
0870 000 2288