

## ST MICHAEL'S CE (AIDED) PRIMARY SCHOOL

### PRIVACY NOTICE (formerly Fair Processing notification)

#### Privacy Notice - Data Protection Act 1998

We, St Michael's CE (Aided) 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 and the Learning Records Service. 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<sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

The school's website and postal address is as follows: [www.st-michaels-oxf.oxon.sch.uk](http://www.st-michaels-oxf.oxon.sch.uk)

St Michael's CE (Aided) Primary School  
Marston Road  
Marston  
OXFORD OX3 0EJ

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Debbie Roworth the school's Administrative Manager

If you require more information about how Oxfordshire County Council and/or DfE store and use your information, then please go to the following websites:

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Information Management Team,  
Oxfordshire County Council  
Clarendon House 3<sup>rd</sup> floor  
52 Cornmarket Street  
Oxford  
OX1 3HJ  
e-mail: [information.management@oxfordshire.gov.uk](mailto:information.management@oxfordshire.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288