

Privacy Notice – Data Protection Act 1998

We collect, use and store information about you and may receive information about you from your previous school. This information helps us:

- Support your teaching and learning
- Follow and report on your progress
- Provide the right care and support for you
- Understand how well your school is doing as a whole

The information we keep (although not limited to) includes contact details; assessment marks and results, attendance records; other information such as ethnic group or religion; special educational needs; and any relevant medical information.

We are required (under the Data protection Act) to take care of all information and we take this responsibility seriously.

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 Education (DfE).

If you want more information about how the LA and DfE store and use this data, you can visit the following websites:

- <http://www.coventry.gov.uk/schools>
- <http://www.education.gov.uk/researchandstatistics/statisticalreturns/a0064391/who-the-department-passes-pupil-data-to>

Please contact Coventry City Council of the DfE if you would like a printed copy of the information:

Data Protection Officer
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR

02476 833 333
<http://www.coventry.gov.uk/>

Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

0870 000 2288
<http://www.education.gov.uk/>

Principal:
Mrs L Allen BSC. Hons. MBA. FRSA

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“Deeds not words - Be the best you can be”