

DATA PROTECTION

For pupils in schools, early years settings, alternative provision and pupil referral units Privacy Notice - Data Protection Act 1998

We, **Courtland 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 Local Authority (LA) 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 **Courtland School, Courtland Avenue, Mill Hill, London NW7 3BG, 0208 959 3274**.

If you require more information about how the LA and/or DfE store and use this data please contact them as follows:

Barnet Children's Service

Education Data Management Team
NLBP, Bldg 4, Oakleigh Road South
London
N11 1NP
Tel. 020 8359 7276

Department for Education

Public Communications Unit
Sanctuary Buildings Great Smith Street
London
SW1P 3BT
website:

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