

Privacy Notice - Data Protection Act 1998

We, **Hoxton Garden 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 teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes contact details, national curriculum assessment results, attendance information ¹ and personal 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 allow us to.

We are required by law to pass some of your information to London Borough of Hackney (Local Authority), formerly The Learning Trust, 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 **Mrs Beverley Shore, School Manager**.

If you require more information about how London Borough of Hackney, and/or DfE store and use your information, then please go to the following websites:

[http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices](http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/privacynotices)

If you are unable to access these websites, please contact the Local Authority or Department for Education as follows:

Data Protection and legal queries

Schools Pupils

Sylvia Redhead, Management Information
Systems & Analysis
Sylvia.redhead@learningtrust.co.uk

Department for Education

Public Communications Unit
Department for Education
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