

## **PRIVACY NOTICE – DATA PROTECTION ACT 1998**

We St Peter's Catholic 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 the School Business Manager, Mr A Isaacs.

If you require more information about how the LA and/or DFE store and use this data please contact:

- Corporate Information and Governance Team  
**Surrey County Council**  
County Hall  
Penrhyn Road  
Kingston upon Thames, KT1 2DJ  
Website: [www.surreycc.gov.uk](http://www.surreycc.gov.uk) Email: [foi@surreycc.gov.uk](mailto:foi@surreycc.gov.uk) Tel: 0845 600 9009
- Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London, SW1P 3BT  
Website: [www.education.gov.uk/contactus](http://www.education.gov.uk/contactus) Tel: 0870 000 2288 Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

**Youth Support Services (YSS)** - YSS is the Government's information and advice service for all young people aged 13 to 19 in England. Once you are aged 13 or over we are required to pass on certain information to the YSS. We must provide both your own and your parent/s name/s and address/es, and any further information relevant to the YSS role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to the YSS. Please inform Miss Castellain in the School Office if you wish to opt out of this arrangement. For more information about YSS, please contact the Local Authority as shown above.