

FOUR LANES INFANT SCHOOL

Mrs J Mallaby
Headteacher

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Website: www.fourlanes-inf.hants.sch.uk

Privacy Notice - Data Protection Act 1998

Four Lanes Infant School are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well their school is doing.

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to. We follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at:

http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE). This includes:

- Pupil Level censuses
- School Travel Surveys, Forces Children census etc
- Information exchanged when moving between schools
- Exam entries and results
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We also have local arrangements in place where the school exchanges information with the school nurse, the extended schools provider, the Local Children's Partnership and the Friends of Four Lanes Schools.

Examples of local arrangements include (but are not limited to):

- Sharing children's first names within a class or year group to assist in arranging birthday parties etc.,
- Sharing a list of children's names and classes when the Friends of Four Lanes Schools are arranging events, such as discos and fundraising activities,

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.



- Sharing information about vulnerable children with the Local Children's Partnership,
- Sharing pupil lists and contact details with the school nurse.

If you require a copy of our Confidentiality Policy or Access to Information Policy, these are available from our school website www.fourlanes-inf.hants.sch.uk and on request from the school office. If you want to see a copy of the information about your child(ren) that we hold and/or share, please contact Gill Hayden, Admin Officer.

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:

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link:

http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

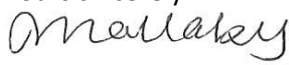
For the DfE:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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:

- Data Protection Team
Children's Services
Elizabeth II Court (North)
The Castle
WINCHESTER
SO23 8UQ
Website: <http://www3.hants.gov.uk/learning>
email: childrens.services.dp@hants.gov.uk
Telephone: 01962 845320
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Yours sincerely



Mrs J Mallaby
Headteacher