

## Privacy Notice - Data Protection Act 1998

Droylsden Academy is the Data Controller for the purposes of the Data Protection Act. We collect information from your child, and may receive information about your child from their previous school. We hold this personal data and use it to:

- support your child's teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care, and
- assess how well the Academy is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information <sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child 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 child's information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you wish to see a copy of the information we hold and share about your child then please contact Miss A Fitton.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- [http://www.tamesideschoolsupport.net/index.php?option=com\\_content&view=article&id=1616&Itemid=252](http://www.tamesideschoolsupport.net/index.php?option=com_content&view=article&id=1616&Itemid=252) and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Jane Draper by email: [jane.draper@tameside.gov.uk](mailto:jane.draper@tameside.gov.uk) or phone: 0161 342 3253
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

***In addition for Secondary Schools ->***

---

<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

### In addition for Secondary Schools

Connexions Services - Once your child reaches the age of 13 we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your child's name/s and address/es, and any further information relevant to the Connexions services' role.

However, you or your child (if over 16) can ask that no information beyond name and address be passed to Connexions. Please inform Miss A Fitton if you wish to opt-out of this arrangement. For more information about Connexions please contact the Local Authority as shown above.