

THE COOPERS' COMPANY AND COBORN SCHOOL PRIVACY NOTICE

The DCSF have revised the "Fair Processing Notice" given to you in your New Intake Booklet. This is now called a "Privacy Notice" and under the Data Protection Act we are required to send this out to all pupils at our School. It only has to be sent once and a copy will be on our website from January 2010.

Privacy Notice - Data Protection Act 1998

The Coopers' Company and Coborn School is 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 Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact Natalie Wood in the main School Office on 01708 250500.

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.haverling.gov.uk/index.aspx?articleid=16992>
- <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:

The London Borough of Havering

Social Care and Learning
Research and Development Unit
Scimitar House
23 Eastern Road
Romford
RM1 3NH

Tel No: 01708 433887
Website: <http://www.haverling.gov.uk>

Department for Children, Schools and Families

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

Tel No: 0870 000 2288
Website: <http://www.dcsf.gov.uk>
Email: info@dcsf.gsi.gov.uk

Connexions Services - Once you are aged 13 or over 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 parent/s' name/s and address/es, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform Natalie Wood if you wish to opt-out of this arrangement.

For more information about Connexions please, please contact the Local Authority as shown above.

January 2010