Dear Families,

HOW INFORMATION ABOUT YOU WILL BE USED

PRIVACY NOTICE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We William Morris Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

**We will not give information about you to anyone without your consent unless the law and our policies allow us to.**

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Miss Newell at the school office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:
http://www.merton.gov.uk/council/dp-foi.htm or

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

If you cannot access these websites, please contact the LA or DfE as follows:

- London Borough of Merton
  Information Governance Team
  Civic Centre
  Morden
  SM4 5DX

  Email: data.protection@merton.gov.uk
  Telephone: 020 8545 4875

- 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