

Houghton Regis

Headteacher:

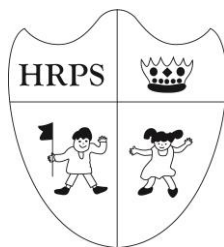
Mrs J C Gamble

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Primary School

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Houghton Regis

Dunstable

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LU5 5DH

Privacy Notice – Data Protection Act 1998

We (Houghton Regis Primary School) are a 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 and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing

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

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

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

If you want to see a copy of the information about you that we hold and/or share please contact the School Office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go the following websites:

Central Bedfordshire local authority:

http://www.centralbedfordshire.gov.uk/Images/web-privacy-notice_tcm3-11342.pdf

Department for Education (DfE)

<https://www.gov.uk/guidance/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:

- Principal Information & Records Officer
Priory House
Monks Walk
Chicksands
Shefford SC17 5TQ
Telephone: 0300 3008000
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1 3BT
Website: www.education.gov.uk
Email:
<http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288