

Beech House School

Privacy Notice - Data Protection Act 1998

We Beech House School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from the Primary care Trust or Children's Social Care. We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on you're your child's progress;
- provide appropriate pastoral care

This information includes parent/guardian contact details, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the Beech House 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 the Headmaster.

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.rochdale.gov.uk/education_and_learning/schools_and_colleges/pupil_data.aspx

<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:

- Information Protection and Assurance
foi@rochdale.gov.uk
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsgsi.gov.uk
tel: 0870 000 2288.