

PRIVACY NOTICE

ILCHESTER COMMUNITY PRIMARY SCHOOL



UPDATED MAY 2017

Privacy Notice - Data Protection Act 1998

We **Ilchester Community Primary School** are 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 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 health and pastoral care, and
- 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, special educational needs and any relevant medical information. Your personal photograph is held on the School's Information Management System on your electronic school record and is updated yearly. Photographs of you in relation to school activities are held on the school Media drive and may be displayed throughout the school, in the School Brochure and on the School Website. When you leave Ilchester School your School Records, Assessment Records and SEN Records (if applicable) are forwarded to your next school via recorded postal delivery. Your electronic school record is sent to your next school via a secure Government website.

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 of your information to the Local Authority and the Department for Education (DfE).

Our School ICT System upon which all pupil data is held is managed and supported by:

soVision IT Ltd

The Old Surgery
St Chads Avenue
MIDSOMER NORTON
BA3 2HG

Tel: 01761 412299
Email: enquiries@eye-techit.co.uk

Photographs for use on the School's Information Management System, School Website and School Brochure are taken and held by:

Tempest Photography

H Tempest Ltd
St Ives
Cornwall
TR26 3HU

Tel: 01736 752411
Email: photography@htempest.co.uk

Photographs and School Documents for use on the School's Website are held by:

GoDaddy

14455 N. Hayden Rd., Ste. 226
Scottsdale, AZ 85260 USA
Phone number: +1 020 7084 1810
Fax number: +1 (480) 624-2546
Email address: HQ@godaddy.com

Tel Uk: [020 7084 1810](tel:02070841810)

Parents have the option to sign up to the following:

Twitter

1355 Market Street, Suite 900 San Francisco, California 94103 (Address of principal executive offices and Zip Code) (415) 222-9670 (Registrant's telephone number, including area code)

<https://twitter.com>

or for info about -

<https://about.twitter.com/company>

Personal information is shared with the following company to enable pupils to access educational learning activities via the internet:

MyMaths

Oxford University Press

Freepost RSKE-HHHE-KTJE
North Kettering Business Park
Hipwell Road
KETTERING
Northants
NN14 1UA

Tel: 01536 452970
Email: mail@mymaths.co.uk

Personal information in the form of pupil name, class and dietary requirements is shared with the following company in the provision of School Meals:

Figs Catering

Bancombe Trading Estate
SOMERTON
Somerset TA11 6SB

Tel: 01458 273674

Personal information is shared with the following company in the reporting of serious injury / health and safety:

European Education Consultants Ltd

Specialists in web solutions for Health, Safety and Welfare Management
71, Lord's Stile Lane, Bromley Cross, Bolton, Lancashire, BL7 9JY

(+44 (0)1204 300944

*: terry@eec-home.co.uk

:: <http://www.schoolshealthandsafety.net>

Personal information in the form of pupil data is regularly exported to the DfE via the LEA.

Information Governance Team

Somerset County Council
County Hall
Taunton
TA1 4DY

website: <http://www.somerset.gov.uk/organisation/departments/information-governance/>

email: informationgovernance@somerset.gov.uk

Phone: 01823 273954

If you want to see a copy of the information we hold and share about you then please contact **Mr N J Heath (Headteacher)**. Requests must be made in writing or by email.

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

Local Authority: <http://www.somerset.gov.uk/organisation/departments/information-governance/>

DfE: <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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:

Customer Contact
Deane House
Belvedere Road
Taunton
Somerset
TA1 1HE

Phone: 0845 688 0488
Fax: 01823 273954
Email: generalenquiries@somerset.gov.uk

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

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>

Tel: 0370 000 2288