



Privacy Notice

Data Protection Act 1998

Wood End Infant & Pre-School is the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from their previous school. We hold this personal data and use it to:

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

This information includes your contact details, your child's National Curriculum assessment results, attendance information,* characteristics such as ethnic group, special education needs and any relevant medical information.

We will not give information about your child 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 child's information to the Local Authority (LA) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about your child, then please contact the School Business Manager in the office.

If you require more information about how the LA and/or DfE store and use this data, please go to the following websites:

Milton Keynes Council – Data Protection and Confidentiality

- <https://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/data-protection-and-confidentiality>

Milton Keynes Council – Privacy Statement

- <https://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/privacy-statement>

DfE – Data Protection: How We Share Pupil and Workforce Data

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

If you are unable to access these websites, please contact the LA or the DfE as follows:

* Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools.

- **Milton Keynes Council**

Civic Offices
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

<https://www.milton-keynes.gov.uk/your-council-and-elections/contact-us>

Telephone: 01908 691691
E-mail: customerservices@milton-keynes.gov.uk
Twitter: @mkcouncil

- **The DfE** – The most efficient way to contact the DfE is online:

Homepage

<https://www.gov.uk/government/organisations/department-for-education/services-information>

Contact

<https://www.gov.uk/contact-dfe>

Telephone: 0370 000 2288
Twitter: @educationgovuk

In Addition for Secondary Schools

Once your child is over 13 years, we are required to pass on certain information to the National Careers Service (NCS). This is the Government's information and advice service for all young people aged 13 or over in England.

We must provide both your and your child's names and addresses, and any further information relevant to the NCS's role.

However, when your child is over 16, you or they can ask that no information beyond name and address be passed on to the NCS. Please inform the School Business Manager if you wish to opt out of this arrangement. For more information about the NCS please contact the Local Authority as shown above, or see <https://nationalcareersservice.direct.gov.uk/home> (@NationalCareers)