

Re: 4/KS3/Ltrs12/Privacy Notice – Yr8

October 2013

### FAO: ALL YEAR 8 STUDENTS

Dear Parent/Guardian/Carer

#### RE: PRIVACY NOTICE – DATA PROTECTION ACT 1998

We, Finham Park 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 their 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, 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 medication information. If your child is enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications your child may have undertaken.

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

As a statutory requirement, we are required to pass some of your child's information to the Local Authority and the Department for Education (DfE).

Much of the information held on our system is obtained from yourselves via a data collection sheet, one of which has recently been sent home to check for accuracy. If you wish to see a copy of this information in the future then please contact Mrs K Grainger, PA to the Deputy Head.

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 website:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims>

Finham Park School  
Green Lane  
Coventry  
CV3 6EA

t: 024 7641 8135  
f: 024 7684 0803  
e: [headteacher@finhampark.co.uk](mailto:headteacher@finhampark.co.uk)  
w: [www.finhampark.co.uk](http://www.finhampark.co.uk)

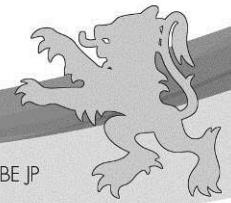
*“Learning For Life”*



# Finham Park School

A Mathematics and Computing College

Headteacher: Mark Bailie  
Chair of Governors: Peter Burns MBE JP



If you are unable to access this website, please contact the DfE as follows:

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

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

CSWP Ltd (The Career Guidance Company) - Once your child is aged 13 or over, it is a statutory requirement, by the Department of Education, to pass on certain information to the CSWP services. The CSWP have been allocated funding to deliver a guidance service in schools, for all young people who need additional support (i.e. SEN, LAC, vulnerable and potential N.E.E.T (Not in Education, Employment or Training)). We must provide the address of you and your child (and their date of birth) and any further information relevant to the CSWP services' role. However, until your child is aged 16 or older, you, as parent(s) can ask that no information beyond their name, address and date of birth (and your name and address) be passed on to CSWP. This right transfers to your child on their 16<sup>th</sup> birthday.

If as a parent, or as a student aged 16 or over, you wish to opt-out and do not want CSWP to receive from the school, information beyond name and address, then please contact Mrs K Grainger, Personal Assistant to the Deputy Head, before 31 October 2013.

Yours sincerely

**Mark Bailie**  
Headteacher

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