

Hazel Oak School

Privacy Notice - Data Protection Act 1998

We collect, use and store information about our pupils and may receive information about your child from their previous school.

This information helps us to:

- Support our pupils' teaching and learning;
- Follow and report on our pupils' progress;
- Provide the right care and support for our pupils; and
- Understand how well our school is doing as a whole.

The information we keep includes contact details, assessment marks and results, attendance records, other information such as

ethnic group or religion, special educational needs and any relevant medical information.

We are required to take care of all information and we take this responsibility seriously.

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 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, please contact the School Office.

If you want more information about how the LA stores and uses this data, please contact:

Education Information Management Services

Solihull Metropolitan Borough Council

Council House

Solihull

West Midlands

B91 9QU

Tel: 0121 704 8313

Email: eims@solihull.gov.uk

For more information about how the DfE stores and uses this data, you can visit the following website:

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

Please contact the DfE if you would like a printed copy of the information:

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Tel: 0370 000 2288

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