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Executive Headteacher
Associate Headteacher
School Business Manager
Site Manager

Mrs. N Bull
Mrs. H Hart
Mrs. L Dear
Mr. Z Healy

HOW INFORMATION ABOUT YOU WILL BE USED

PRIVACY NOTICE

for

***Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings***

Privacy Notice - Data Protection Act 1998

We Singlegate Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.



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We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Lad at the school office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.merton.gov.uk/council/dp-foi.htm> or

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

If you cannot access these websites, please contact the LA or DfE as follows:

- London Borough of Merton
Information Governance Team
Civic Centre
Morden
SM4 5DX

Email: data.protection@merton.gov.uk

Telephone: 020 8545 4875

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

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

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

Telephone: 0370 000 2288



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