



4 October 2009

Dear Parents

PRIVACY NOTICE for pupils in primary schools, early years settings, alternative provision pupil referral units

Privacy Notice - Data Protection Act 1998

We Aston St Mary's 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. 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 information¹, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you 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 Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the School Office.

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

- <http://www.hertsdirect.org/scholearn/privacysch2010/> and http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

¹ Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools



Aston St Mary's



Church of England (VA)
Primary School

**ASTON ST MARY'S
CHURCH OF ENGLAND
(VOLUNTARY AIDED) PRIMARY SCHOOL**

School Lane, Aston, Hertfordshire SG2 7HA
Headteacher: Mr Philip Gray BEd(Hons) CANTAB NPQH
Telephone and Fax: (01438) 880212
Email: admin@astonmarys.herts.sch.uk



**The Diocese
of St Albans**

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

Isatou Jaye
Senior Data Protection Practitioner
Information Governance Unit
Hertfordshire County Council
Telephone: 01992 555990
Fax: 01992 588117
Comnet: 25990
Email: isatou.jaye@hertscc.gov.uk

Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

Yours sincerely

Philip Gray
Headteacher

