

January 2010

Dear Parent

Privacy Notice 2010 - Data Protection Act 1998

Kineton High School is 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 child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well our school is doing.

This information includes you and your child's contact details, your child's national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

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

If you want to see a copy of the information we hold and share about you then please contact us and ask to speak to the Admissions Officer.

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

- [www.warwickshire.gov.uk/foi](http://www.warwickshire.gov.uk/foi)  
and
- [http://www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

Alternatively, this letter is stored on our school website so that you may link to this web address directly.

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

Anna Moore,  
Information Governance Officer,  
Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL  
e-mail: [annamoore@warwickshire.gov.uk](mailto:annamoore@warwickshire.gov.uk)  
tele: (01926) 743044

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

Connexions is the Government's information and advice service for all young people aged 13 to 19 in England. Once your son/daughter is aged 13 or over we are required to pass on certain information to the Connexions services (child and parent's names and address as well as any further information relevant to the services' role).

However, young people over the age of 16 or parents can ask that no information beyond name and address be passed to Connexions. Please write to me if you wish to opt-out of this arrangement.

Yours sincerely

Mr Chris Sammons  
Deputy Headteacher