



*Cheselbourne Village School Cheselbourne
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Dear Parent

Privacy Notices and the Data Protection Act 1998

Schools hold and process a variety of information on their pupils which is necessary to support their learning. From time to time, schools are required by law to pass on some of this information to other educational and healthcare organisations. This is in order to run the education and healthcare services.

Under the Data Protection Act 1998, the information held about pupils must only be used for specific purposes. Under the Act, the school is required to write to parents/pupils to tell them about the types of data held, why it is held and to whom it may be passed. This is referred to as a 'Privacy Notice' and one has been included for you with this letter.

Where a pupil is younger than 12 years old, the Privacy Notice is provided to the parent (or the person with parental responsibility). The parent is encouraged to share it with the pupil if the pupil is able to understand it.

From January 2009, schools are legally required to supply basic information to ContactPoint. ContactPoint is an online directory which will help people who work with children to quickly find out who else is working with the same child, making it easier to deliver more coordinated support. The basic information which needs to be supplied only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school. Parents are invited to check and update the information held about themselves by getting in touch with the school.

If you have any queries regarding the Privacy Notice and/or the Data Protection Act 1998, please do not hesitate to contact Mrs White in the school office.

Kind regards

Ann Herridge

