

## Appendix 1: Privacy Notice - Data Protection Act 1998

We, St Bernard's Preparatory School, are a data controller for the purposes of the Data Protection Act. We collect information and may receive information about from previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report progress;
- Provide appropriate pastoral care;
- Assess how well the school is doing.

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

We will not pass on information to anyone outside the school without specific consent unless the law and our rules allow us to.

We are required by law to pass some information about to the Local Authority and the Department for Education (DfE). Requests to access personal information should be addressed to the Registrar in writing. If you require more information about how the Local Authority (LA) and/or how DfE store and use your information, then please go to the following websites:

<https://www.slough.gov.uk/council/key-statistics-and-data/> and <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

or contact them by post:

Slough Borough Council  
Landmark Place  
High Street  
Slough  
SL1 1JL

Telephone: 01753 475111

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

Telephone: 0370 000 2288