

PRIVACY NOTICE
for pupils of
Ocker Hill Academy

Privacy Notice - Data Protection Act 1998

We **Ocker Hill Academy** are a 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 and the Learning Records Service. 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 academy is doing.

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

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

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

If you want to see a copy of the information that we hold and share about you please contact **Mrs R Smith – Administration and Resources Manager.**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[Sandwell Council website – Privacy Notice](#)

And

[What the Department does with pupils' and children's data](#)

(Department for Education > Data, research and statistics > Data transfers and management)

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Officer – Business Information Systems Unit
Jack Judge House
PO Box 15888
Oldbury
West Midlands
B69 9EN

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288