

Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

Telephone School Office: 01737 553255

Email: office@chipstead.croydon.sch.uk

Website: <http://www.chipsteadvalley.com>



Executive Head: Mark Rosewell MA

Deputy Head: Sara Kennard

Email: heads.pa@chipstead.croydon.sch.uk

Privacy Notice - Data Protection Act 1998

We (Chipstead Valley) 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 information (A), 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).

School data is also used to support ContactPoint, the Croydon Child Index and Children in Need Census, further details are available on the Croydon Council website: <http://www.croydon.gov.uk/healthsocial/families/ecm1/ecm>

Or telephone:

ContactPoint and Croydon tel no: 020 8726 6000 ext. 65660

Children in Need Census tel no: 020 8726 6000 ext 63584 or 61646.

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

If you require more information about how the DCSF store and use this data please go to the following website:

<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access this website, please contact the DCSF as follows:

- 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.

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