



# WOODFIELD SCHOOL

Malmes Croft, Leverstock Green  
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Email: [admin@woodfield.herts.sch.uk](mailto:admin@woodfield.herts.sch.uk)  
Website: [www.woodfield.herts.sch.uk](http://www.woodfield.herts.sch.uk)

Headteacher:  
Mrs Gill Waceba

2<sup>nd</sup> October 2015

Dear Parents,

## Privacy Notice - Data Protection Act 1998

We, Woodfield School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from a previous school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes your child's contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

Once students are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your child's name and address, and any further information relevant to the support services' role. However, if your child is over 16, you or your child can ask that no information beyond names, address and your date of birth be passed to the support service. **This right transfers to the student on his or her 16<sup>th</sup> birthday.** Please inform Jenny Harley if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown below.

**Other Institutions involved in collaborative delivery.** Where secondary schools are involved in collaborative delivery with other schools / colleges and learning providers, pupil information may also be shared to aid the preparation of learning plans and use of data to achieve the objectives identified above.

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

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

We are required by law to pass some of your child's information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Jenny Harley on the above number.

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:

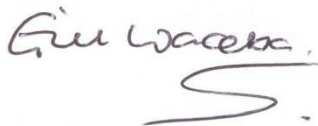
<http://www.hertsdirect.org/services/edlearn/privsch/> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

- Data Protection Team  
Information Governance Unit  
Room C1  
County Hall  
Pegs Lane  
Hertford  
SG13 8DQ  
email: [dataprotection@hertscc.gov.uk](mailto:dataprotection@hertscc.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

Yours sincerely,



**Gill Waceba**  
**Head Teacher**