



# WOODFIELD SCHOOL

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Website: [www.woodfield.herts.sch.uk](http://www.woodfield.herts.sch.uk)

**Headteacher:**  
**Mrs Gill Waceba**

September 2014

Dear Parents & Carers,

## **Privacy Notice - Data Protection Act 1998**

We, Hertfordshire County Council, hold personal data about our children in care or those children to whom we provide services, and use this data to:

- Support children and monitor their progress;
- Provide appropriate support and pastoral care; and
- Assess how well the Local Authority (LA) as a whole is doing.

This information includes personal characteristics and details for the services we provide.

We are required to pass on some of this information (but not the names of individual children) to the Department for Education (DfE) who use it to help with their policy development, LA performance management and funding and to assist with the development of good practice.

If you want to see a copy of the information we hold and share about you then please contact Jenny Harley in the school office.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.hertsdirect.org/services/edlearn/privsch/><sup>1</sup> and
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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: [data.protection@hertfordshire.gov.uk](mailto:data.protection@hertfordshire.gov.uk)

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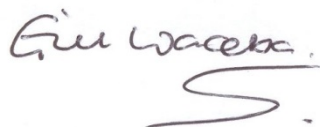
<sup>1</sup> Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

- 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: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk) Telephone: 0870 000 2288

Yours sincerely,



**Gill Waceba**

**Head Teacher**



Careers Education and Guidance

