

# Cams Hill School Privacy Notice for Pupils

## Privacy Notice, as required by the Data Protection Act 1998

Cams Hill School is the Data Controller for the purposes of the Data Protection Act. We collect information directly from you and your family, but we may also receive information about you from your previous school and/or other professionals providing services to you.

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 our school is doing.

Information held by us includes your contact details, national curriculum assessment results, attendance information, 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 (Hampshire County Council) and the Department for Children, Schools and Families (DCSF). If you want to see a copy of the information we hold and share about you then please contact Mrs C Hayward, Headteacher's Office Manager or email [chayward@camshill.com](mailto:chayward@camshill.com)

If you require more information about how Hampshire County Council and/or the DCSF store and use this data, please look at the following websites:

- <http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>  
and  
[http://www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

If you are unable to access these websites, please contact the Hampshire County Council or the DCSF as follows:

- Barbara Sorkin, Data Protection & Quality Adviser  
Children's Services,  
Hampshire County Council  
Elizabeth II Court East,  
The Castle,  
Winchester,  
SO23 8UQ  
website: <http://www.hants.gov.uk/>  
email: [Barbara.Sorkin@hants.gov.uk](mailto:Barbara.Sorkin@hants.gov.uk)  
tel: 01962 845554

- Public Communications Unit  
Department for Children, Schools and Families  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.
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### **In addition for Secondary School Pupils**

Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information, advice and guidance service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16), or your parents, can ask that no information beyond name and address be passed to Connexions staff. (This information will already be held by Hampshire County Council, whose staff also provide your local Connexions service.) Please inform Mrs L Graves, School Office Administrator, or email [lgraves@camshill.com](mailto:lgraves@camshill.com), if you wish to opt-out of this arrangement. For more information about Connexions, please see <http://www3.hants.gov.uk/childrens-services/youth/cs-connexions.htm> or contact Hampshire County Council.

November 2009