Bournes Green Junior School

Ladram Road, Thorpe Bay, Southend-on-Sea. SS1 3PX

Telephone: 01702 587913

Facsimile: 01702 588181

Headteacher: Mr R. Snow

email: office@bournesgreen-jun.southend.sch.uk

13th October 2009

Dear Parents

Privacy Notice - Data Protection Act 1998

We, Bournes Green Junior School, 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, 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). If you want to see a copy of the information we hold and share about you then please contact Mrs. A. Witkowski. If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- www.southend.gov.uk select ‘ Education and Learning’ and then ‘Schools and Colleges’
- 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 LA or the DCSF as follows:

- Data Protection Officer - Children and Learning
  Civic Centre
  Victoria Avenue
  Southend on sea
  Essex SS2 6ER
- 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.

Yours faithfully

Rupert Snow
Headteacher