

Privacy Notice

Information held about pupils in Dunmow St Mary's Primary School

We, Dunmow St Mary's Primary School, are the Data Controller for the purposes of the Data Protection Act.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact: Mrs Helen Bright, Office Administrator.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Essex Local Authority website <https://schools-secure.essex.gov.uk/data/information-governance/Pages/DataProtectionAct1998.aspx>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



Essex Police Headquarters

PO Box 2, Springfield

Chelmsford

Essex

CM2 6DA

Dear Parent / Guardian,

Essex is one of the safest counties in the country. However as the nights draw in, sadly, history tells us the number of house burglaries tends to increase. Most burglars are opportunists so there are simple steps you can take to help secure your home and prevent this horrible crime.

- Please close and lock all windows and doors every time you leave your house or go to bed - an open door or window may be seen as an opportunity for a burglar.
- Make sure your doors are 'double locked' - i.e. lift the handle to engage the retaining bolts, turn the key and then remove the key from the lock.
- Please do not leave your keys by your doors or in view of windows but ensure they are easy to access should you need to get out in an emergency.
- If you have a burglar alarm, please use it at all times, even when you're just popping out.
 - Also consider using the 'zone' setting functions before going to bed if you have it.
- Check the access to the rear of your property. Try to ensure access to your garden is not easily obtained.
- Secure your sheds and garages as they contain valuable items and tools that can be used to break into your home.
- Leave lights on, or on timers, to give the impression your house is occupied.
- Don't leave valuable items on display.
- Mark your property and register your items free on www.immobilise.com

For more information on how to keep you and your property secure during the winter months, visit essex.police.uk/secure.

Keep safe this winter and do all you can to secure your home.

Thank you,

Andy Prophet

Assistant Chief Constable Essex Police

