



St. Joseph's Catholic Primary School  
Lea Vale Road, Norton, Stourbridge, DY8 2DT  
Telephone 01384 818325 – Fax 01383 818328  
Website: [www.st-jo-st.dudley.sch.uk](http://www.st-jo-st.dudley.sch.uk) Principal: Mr A. Carry



## Privacy Notice - Data Protection Act 1998

We, St Nicholas Owen Catholic Multi Academy Company on behalf of St Joseph's Catholic Primary 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 and the Learning Records Service. 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 and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. Where your child has a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems. Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools.

***We will not give information about you to anyone outside the school without your consent or where the law allows and a legitimate reason exists.***

*We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.*

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

The school may share personal information on a regular basis with the Local Authority (LA) about children for whom the LA provides services. This is to enable the LA to carry out specific functions for which it is responsible. If you require more information about how the LA and/or DfE store and use your information, then please go to the following websites:

### Dudley MBC

Dudley MBC website > Education and learning > Schools and Colleges > Information and Advice  
<http://www.dudley.gov.uk/education-and-learning/schools-and-colleges/information-and-advice>

### DfE

A Private Limited Company of Charitable Status within the Archdiocese of Birmingham

Registered in England and Wales Company No 09174154

Registered Office: Hagley Catholic High School, Brake Lane, Hagley, Worcestershire, DY8 2XL

Telephone: 01562 883193 Fax: 01562 881820



<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/notice/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy/notice/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

## **Dudley MBC**

### **Dudley Children's Services**

Data Protection Officer  
Westox House  
1 Trinity Road  
Dudley  
DY1 1JQ

### **Information Governance Unit**

Data Protection Officer  
The Council House  
Priory Road  
Dudley  
DY1 1HF

## **Department for Education**

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

## **NHS Dudley**

Information Governance Department  
NHS Dudley  
St John's House  
Union Street  
Dudley  
DY2 8PP

Switchboard: 01384 322002

Minicom: 01384 243187

Fax: 01384 366110

Email: [listen@dudley.nhs.uk](mailto:listen@dudley.nhs.uk)

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