



# **St. William of York Catholic Primary School**

## **Brockley Park, Forest Hill, London SE23 1PS**

Tel: 020 8690 2842

Email: [admin@swoy.lewisham.sch.uk](mailto:admin@swoy.lewisham.sch.uk)

**Headteacher:** Mrs Sharon Lynch

**Admin Officer:** Mrs Sandra Casey

**Assistant Headteachers:** Miss Nicola Doherty & Miss Hayley Langston

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

We, St William of York Catholic Primary School, are the data controller for the purposes of the data protection act. We collect personal and/or sensitive information from you about you and your child and may receive information about you and your child from your previous school and the Learning Records Service.

We hold this data to:

- Support your child's Learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's is doing at school
- To contact you case of an emergency

Information about you and your child that we hold includes (but is not limited to) your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs you may have and any relevant medical information.

We will not give information about you or your child to anyone without your consent unless the law and/or our policies allow us to.

We are required by law to pass some information about you or your child to our Local Authority (LA) and the Department for Education.

### **Access to Information- The Right to Subject Access**

Under the data protection act a student has the right to access a copy of their information. This is called a Subject Access Request (SAR). In certain circumstances requests may be made by a parent on behalf of the student.

#### **To submit a request you must:**

1. Make the request in writing, either in a letter, on an application form or in an e-mail.
2. Include your name, your address, your date of birth and the information you are requesting.
3. Provide two forms of identification- one must be proof of address and one must photographic.

4. Provide a £10 admin fee.

If you are making a Subject Access Request, St William of York Catholic Primary School will respond to you within 40 calendar days from acknowledgement.

### **Access to Information- The Right to access an Educational Record**

Under the educational (Pupil information) (England) Regulations 2005, a parent has the right to access their child's educational record.

#### **To submit a request you must-**

1. Make the request in writing to the Chair of Governors of St William of York Catholic Primary School.
2. Include your name, your address, your date of birth and the information you are requesting.
3. Provide two forms of identification- one must be proof of address and one must be photographic.
4. The maximum amount you may be charged for this request depends on the number of pages of information supplied.

For a request for an Educational Record the Chair of Governors of St William of York Catholic Primary School will respond to you within 15 school days from acknowledgement.

Please submit your request to the main school office. For more information on any 'access to information request' please contact Sandra Casey, Administrator at St William of York School.

### **Security of data**

As a data controller, St William of Your School has a responsibility to ensure the personal and sensitive data it collects and holds is securely protected.

All personal and sensitive data collected and held by the school and on its systems is securely protected held within the European Economic Area (EEA).

### **More Information**

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

<http://www.lewisham.gov.uk/myservices/education/schools/Pages/default.aspx>

<http://www.education.gov.uk/help/legalinformation/a005240/privacy-statement>

If you are unable to access these websites you can contact the Council or the Department for Education using the contact details provided:

## **London Borough of Lewisham (LBL)**

The Corporate Information Team  
London Borough of Lewisham  
1<sup>st</sup> Floor Town Hall Chambers  
Catford  
London  
SE6 4RU

Contact us by E-mail-

[corporateinformation@lewisham.gov.uk](mailto:corporateinformation@lewisham.gov.uk) or [Schooldpa@lewisham.gov.uk](mailto:Schooldpa@lewisham.gov.uk)

Contact us by Telephone- 0208 314 9928

## **Department for Education (DfE)**

Public Communications Unit  
Department of Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Contact them on <https://www.education.gov.uk/help/contactus> or  
[www.education.gov.uk](http://www.education.gov.uk)

Call them by Telephone- 0370 000 2288

Please ask at the main school office if you require this information to be translated.

Regards

Sharon Lynch  
Headteacher