



Vane Close, Thorpe St. Andrew, Norwich. NR7 0US  
Tel: 01603 436180  
Fax: 01603 437464  
Email: [office@dussindale.norfolk.sch.uk](mailto:office@dussindale.norfolk.sch.uk)  
Website: [www.dussindaleprimary.co.uk](http://www.dussindaleprimary.co.uk)

**Headteacher: Mrs Jane Worsdale**

Together on a voyage of discovery...

## Privacy Notice - Data Protection Act 1998

Dussindale Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

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

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

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Sally Cunliffe at the School Office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>



If you cannot access these websites, please contact the LA or DfE as follows:

- The Data Protection Officer,  
Norfolk County Council,  
Norfolk Record Office,  
The Archive Centre,  
Martineau Lane,  
Norwich, NR1 2DQ  
Tel: 01603 222170.
  
- 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

