



May 2016

Gipsy Lane
Balsall Common
Coventry
CV7 7FW

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www.heart-england.co.uk

Principal:
Jacqueline Hughes-Williams

Dear Student

Heart of England School
Privacy Notice – Data Protection Act 1998

We collect, use and store information about our pupils and may receive information about you from your previous school. This information helps us:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils; and
- understand how well our school is doing as a whole.

The information we keep includes contact details; assessment marks and results; attendance records; other information such as ethnic group or religion; special educational needs; and any relevant medical information.

We are required (under the Data Protection Act) to take care of all information and we take this responsibility seriously.

We may share your information with carefully selected third parties for school related uses only. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you, then please contact the school.

If you want more information about how the LA stores and use this data, please contact:

Education Information Management Services
Solihull Metropolitan Borough Council
Council House
Solihull B91 9QU

Tel: 0121 704 8313
www.solihull.gov.uk
Email: eims@solihull.gov.uk

For more information about how the DfE stores and uses this data, you can visit the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

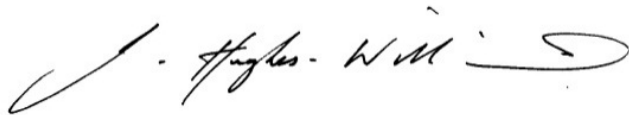
Please contact the DfE if you would like a printed copy of the information:

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

Tel: 0370 000 2288

Website: <https://www.gov.uk/government/organisations/department-for-education>

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Hughes-Williams', with a large, stylized flourish at the end.

Principal