



Rawlins Community College

Loughborough Road, Quorn, LE12 8DY

school (01509) 622800

community (01509) 622827

[enquiries@rawlinscollege.org.uk](mailto:enquiries@rawlinscollege.org.uk)

[www.rawlinscollege.org.uk](http://www.rawlinscollege.org.uk)

## Privacy Notice - Data Protection Act 1998

We, Rawlins Community College, are the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child/children. We hold this personal data and use it to :

- support your child/children's teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes your child/children's contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child/children to anyone outside the school without your consent unless the law and our rules permit it.

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 your child/children then please contact the Assistant College Manager, Mrs Gill Bertinat.

If you require more information about how the LA and/or DfE, Department for Education, store and use this data please go to the following websites :

<http://www.leics.gov.uk/schoolsfpn> and

<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DfE as follows :

- Mike Challands / Katie Robey  
Information and Data Team  
Room 119  
County Hall  
Glenfield  
Leicestershire, LE3 8RF  
0116 3055783  
[mike.challands@leics.gov.uk](mailto:mike.challands@leics.gov.uk) or [Katie.robey@leics.gov.uk](mailto:Katie.robey@leics.gov.uk)

Continued overleaf.

- Public Communications Unit  
**Department of Education**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform Mrs Gill Bertinat if you wish to opt-out of this arrangement. For more information about Connexions please, please contact the Local Authority as shown above.

