

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

### **Pupil Attendance and Welfare Information**

Bournville School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school.

Bournville School employ CSAWS to provide services and support that will help reduce the number of persistent absent pupils and improve whole school attendance. We believe that through attending school every day on time children and young people will get the best possible start in life.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Where there is cause for concern this information is shared with CSAWS during regular attendance meetings held at our school. CSAWS then follow up attendance concerns with parents and carers on our behalf.

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

CSAWS may also share information with relevant agencies to access support and services for children and families and to form assessment. This is done with written consent of the parent (exceptions being where to do so would place a child at risk of harm); their Privacy Statement can be viewed at <http://www.csaws.co.uk/privacy-notice/4591967781>

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

If you want to know more about how CSAWS uses and processes your information or you would like to see a copy of your information contact [enquires@csaws.co.uk](mailto:enquires@csaws.co.uk) For further information <http://www.csaws.co.uk/home/4589848273>