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**Archbishop Tenison's  
CE High School**

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Croydon CR0 5JQ

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*Headteacher*  
Richard Parrish MA (Oxon)

**Academic Excellence  
in a Christian Community**

**A Mathematics, Computing &  
Languages Specialist College**

July 2012

Dear Parents/Carers

**Privacy Notice - Data Protection Act 1998**

We, Archbishop Tenison's School, are the Data Controller for the purposes of the Data Protection Act.

We collect information from your child, and may receive information about your child from his/her previous school. We hold this personal data and use it to:

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

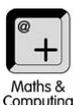
This information includes your child's contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child 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).

School data is also used to support the Croydon Child Index and Children in Need Census (for further information telephone 020 8726 6000 ext 63584/61646).

For pupils of 13 years and over, the school is legally required to pass on certain information to the government's Youth Support Services on request. This information includes the pupil's date of birth, the name and address of the pupil and parent, and any further information relevant to the Youth Support Services' role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to the Youth Support Services. If as a parent, or as a pupil aged 16 or over, you wish to opt out and do not want the Youth Support Services to receive from the school information beyond name and address, then please email the school at [office@archten.croydon.sch.uk](mailto:office@archten.croydon.sch.uk)



Maths &  
Computing



LANGUAGE  
COLLEGES



SPORT  
ENGLAND  
SPORTSMARK



Roland  
CHAMPION SCHOOL



Healthy School



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY



school  
achievement award  
Department for Education and Employment

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to the Youth Support Services rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LA and DFE may provide the Youth Support Services with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that the Youth Support Services should not receive information beyond name and address.

If you want to see a copy of the information we hold and share about your child then please contact the School Office.

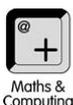
If you require more information about how the DFE use this information please visit their website [www.education.gov.uk](http://www.education.gov.uk) or contact:

Department for Education  
Castle View House  
East Lane  
Runcorn  
WA7 2GJ

Yours sincerely,



Richard Parrish  
Headteacher



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