

PRIVACY NOTICE for Pupils in Local Authority Primary Schools

Privacy Notice - Data Protection Act 1998

We Outwoods Edge Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you about your child/children and may receive information about your child/children from a previous school and the Learning Records Service. 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 information¹ and personal characteristics such as ethnic group, any special educational needs and 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 allow us to.

We are required by law to pass some of this information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about your child/children that we hold and/or share, please contact Mrs Mary Jones, the School Business Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use this information, then please go to the following websites:

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

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Mike Challands
Information and Data Team
Room 140
County Hall
Glenfield
Leicestershire, LE3 8RF
0116 305 6637
mike.challands@leics.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.