

DfE Guidance on the wording of the Privacy Notice

PRIVACY NOTICE

for

Children in Springfield Community Primary School

Privacy Notice - Data Protection Act 1998

We (Springfield Community Primary School) are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. As a Lancashire County Council Primary School, when your child registers with us, we will (if not already provided) allocate your child a UPRN (Unique Pupil Reference Number).

We will not give information about you 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 information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Julie Collett/ Mrs Nasim

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

<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-use-your-personal-information-and-your-right-to-access-it/privacy-notice.aspx>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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:

dataprotection@lancashire.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