

ST ANNE'S CATHOLIC PRIMARY SCHOOL PRIVACY NOTICE - 2015

Privacy Notice - Data Protection Act 1998

St Anne's Catholic Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

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

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Local Authority (LA) and the Department for Education (DfE). When we do so it will always be done safely and securely and only the minimum information required will be provided.

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

If you require more information about how the LA and DfE store and use this data please visit:

<http://www.knowsley.gov.uk/system-pages/privacy-policy.aspx>

or the Department for Education (DfE) at:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice>

If you cannot access these websites, please contact the LA or DfE as follows:

- Knowsley Borough Council, Data Services, Policy, Impact & Intelligence Division
Ground Floor Annex, Municipal Building, Archway Road, Huyton L36 9YU

Telephone: 0151 443 3270

- Public Communications Unit, Department for Education, Sanctuary Buildings,
Great Smith Street, London, SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 00 2288

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.