

## Lightcliffe CE (VA) Primary School Privacy Notice — Data Protection Act 1998

We Lightcliffe Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and the Learning Records Service and may receive information about you from your previous school. 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, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

**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 of your information to the Local Authority (LA), and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact Mrs Helen J Bell at the school.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.calderdale.gov.uk/education/schools/childrens-records/index.html>
- <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:

- Corporate Information Manager  
Calderdale Council  
Westgate House  
Westgate  
Halifax  
HX1 1PS  
Telephone: 01422 392298.  
Website: <http://www.calderdale.gov.uk/council/accessinformation/data-protection/index.html>
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

<sup>1</sup> Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.