

## PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

### Privacy Notice - Data Protection Act 1998

We Saighton CE Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and your child and may receive information from your child's previous school and other agencies. We hold this personal data and use it to:

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

This information includes contact details, national curriculum assessment results, attendance information<sup>i</sup> and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with their Unique Learner Number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will not give any information to anyone outside the school without your consent unless the law requires us to do so. We may pass on personal information for child protection reasons or to other relevant agencies or partners.

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

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

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

<http://www.cheshirewestandchester.gov.uk/default.aspx?page=5340>

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

If you are unable to access these websites, please contact the LA or DfE as follows:

Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
website: <http://www.education.gov.uk/>  
email: <http://www.education.gov.uk/help/contactus>  
tel: 0370 000 2288

The Data Protection Officer  
**Cheshire West and Chester Council**  
HQ  
58 Nicholas Street  
Chester  
Cheshire CH1 2NP  
email: [FOIWest@cheshirewestandchester.gov.uk](mailto:FOIWest@cheshirewestandchester.gov.uk)  
tel: 0300 123 8 123

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<sup>i</sup> Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained Schools