

# PRIVACY NOTICE

for

## OUTWOODS EDGE PRIMARY SCHOOL

### 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 personal information from you and may receive information about your child from your previous school and the Learning Records Service. We hold this personal data to:

- Support your child's learning;
- Monitor and report on you child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child is doing.

Information about your child that we hold includes your contact details, national curriculum assessment results, attendance information 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 Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please make a request in writing to the headteacher.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

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

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

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

- Mike Challands  
Information and Data Team  
Room 140  
County Hall  
Glenfield

[mike.challands@leics.gov.uk](mailto:mike.challands@leics.gov.uk)

Leicestershire, LE3 8RF

0116 305 6637

- 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