

PRIVACY NOTICE

for
Pupils in Mountfields Lodge Primary School

Privacy Notice - Data Protection Act 1998

We, Mountfields Lodge Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from your child/ren and may receive information about them from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support his/her/their teaching and learning;
- Monitor and report on his/her/their progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

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

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

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about your child that we hold and/or share, please contact Mrs Valerie Thorley, School Business Manager, who will arrange for you to see this information.

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

<http://www.leics.gov.uk/index/help/privacy.htm> 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:

- Corporate Information Manager,
Information Management
Leicestershire County Council

¹ 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.

County Hall
Glenfield
Leics
LE3 8RA288

- 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