

## WHINNEY BANKS PRIMARY SCHOOL

### **Privacy Notice - Data Protection Act 1998**

**WHINNEY BANKS PRIMARY** are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

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

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

We may also receive and share data about pupils with other organisations including, but not limited to, other schools, local authorities and the Department for Education.

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

We are required by law to pass some of yours and your child's information to the Local Authority (LA) and the Department for Education (DfE)

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

If you want to see a copy of the information we hold and share about you then please contact **Mrs A Cattermole**.

You have a right to complain to the Information Commissioner's Office if you think there is a problem with the way we are handling your data. They can be contacted at <https://ico.org.uk>