



Our Lady's Catholic Primary School

Living and Learning in Faith

Privacy Notice - Data Protection Act 1998

At Our Lady's Catholic Primary School is a data controller for the purposes of the Data Protection Act. It collects information from you and may receive information about you from your previous school and the Learning Records Service. It holds this personal data and uses it to:

- Assist families in the provision of information to enable them to make a considered choice when accessing educational placements for their child(ren) including the appeal process if necessary;
- Support your teaching and learning;
- Provide appropriate support and pastoral care including access to relevant support services that may be required;
- Monitor and report on your progress, and
- Assess how well your school is doing and how to access the complaint processes for local authority or school services if necessary.

This information includes contact details, national curriculum assessment results, attendance information, family benefit information as it relates to free school travel / uniform, free school meal eligibility, Pupil Premium, housing information related to admissions, information provided by the family / school / other agencies related to complaints and personal characteristics such as your ethnic group, any special educational needs, relevant medical information and details of services provided. If you are enrolling for post 14 qualifications your unique learner number (ULN) will be provided by the Learning Records Service and the school may also obtain from it details of any learning or qualifications you have undertaken.

Who we share data with:

We will not give information about you to anyone outside this establishment without your consent unless the law and the school's policies permit it. We are required by law to pass some of your information to the Local Authority (LA) for monitoring, tracking and provision of appropriate services, and to the Department for Education (DfE). The LA and the DfE in turn are required to share some information with trusted partners including local NHS Trusts and other local authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possible to children and young people. For further details, please refer to the section "Where to Find Further Information" in this notice.

Stockport Council's Public Health Services uses information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require School Nurses and Public Health Services to maintain details of pupils' names and demographic information for this purpose, for a period designated by the Department of Health following the weighing and measuring process. Pupils' information will be provided by Stockport Council to the School Nurses. Public Health Services may also provide individual schools and LAs with aggregate information on pupils' height and weight.

Where to Find Further Information

The school is required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to see a copy of the information the school holds and shares about you then please contact the school office.

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

<http://www.stockport.gov.uk/privacynotices>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites you can request a hard copy of this information. Please contact the LA or DfE as follows:

- Information Governance Team
Stockport Metropolitan Borough Council
Town Hall
Stockport
SK1 3XE
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288