

## SHACKLETON LOWER SCHOOL

### Privacy Notice - Data Protection Act 1998

We, Shackleton Lower School, are the Data Controller for the purposes of the Data Protection Act. We collect information about you and your child from you, and may receive information about your child from their previous school. 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 our school is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information<sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you and your child, then please contact Mrs S Peck (Office Manager).

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- <http://www.education.gov.uk/>

If you are unable to access the website, please contact the DfE as follows:

- Department for Education  
Castle View House  
East Lane  
Runcorn  
Cheshire  
WA7 2GJ

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools