

PRIVACY NOTICE

For Primary Schools/Academies

Privacy Notice – Data Protection Act 1998

We **St Leonard's Church of England Primary School** are a 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 teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your 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 consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfES).

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Linda Keane.

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

<https://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> 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:

- Performance & Information Team,
Oxfordshire County Council
County Hall
Oxford
OX1 1ND
E-mail: information.management@oxfordshire.gov.uk

Public Communications Unit

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils/children – those aged under 4years in Maintained schools and those in Alternative Provision and Early Years Settings.