



Learning and friendship go hand in hand

Ringway Primary
Guidepost
Choppington
Northumberland
NE62 5YP

Dear Parent

Privacy Notice - Data Protection Act 1998

We Ringway Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

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

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

If you want to see a copy of the information about you that we hold or share, please contact Mrs Hazel Scott, Headteacher.

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

<http://www.northumberland.gov.uk/default.aspx?page=10584> or

<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:

**Data and User Liaison Officer
Children's Services
County Hall
Morpeth
Northumberland
NE61 2EF**

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

Mrs H Scott
Headteacher