



PRIVACY NOTICE Data Protection Act 1998

We, Greasby Infant School 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. 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 information and personal characteristics such as ethnic group, special educational needs and any 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 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 then please contact Mrs Fisher, Office Manager.

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

- Wirral Council website - <http://www.wirral.gov.uk/my-services/childrens-services/about-childrens-services/childrens-records>
- DfE website – <http://www.education.gov.uk/researchandstatistics/datadatam/b00212337/datause>

If you are unable to access these websites, please contact the School Office for the LA information, or the DfE as follows:

- 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>
tel: 0370 000 2288