

GILMOUR PRIMARY SCHOOL

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We Gilmour 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, the Local Authority 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, *involvements from Local Authority Services², exclusions information* and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone 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.

If you want to receive a copy of the information about you that we hold or share, please contact **Mrs. Marion de Vaal, School Business Manager** or **Mrs. Hannah Lewtas, Bursar**.

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

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

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

² *Schools who are members of the Liverpool Learning Partnership (LLP) have access to the LLP Pupil Tracker. The Tracker provides basic involvement details for any Children's Services team that has been involved with you. For more information on the LLP and The Pupil Tracker please speak to your head teacher.*

If you cannot access these websites, please contact the DfE as follows:

- 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