

Privacy Notice – Data Protection Act 1998

We, Tranmere Park 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 / PRU is doing.

This information includes your contact details, national curriculum assessments results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and any relevant medical information.

We will not give information about you to anyone outside Tranmere Park Primary without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the local authority, Leeds City Council, and the Department for Education (DfE) and where appropriate we will send to relevant National Health Service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact secretary@tranmerepark.leeds.uk

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

www.leeds.gov.uk

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

Leeds City Council
Civic Hall
Calverley Street
Leeds
LS1 1UR

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

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