

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units
and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Woodhouse Primary 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 the school is doing.

The information includes your parents/guardians contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

The purpose of processing your information is to provide you with the best education we can, as well as to meet our legal requirements.

We will not give information about you to anyone outside the school without your consent unless the law allows us to.

We are required by law to pass some information about you to the Local Authority (LA) and, in turn, this will be available to the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Ms Diane Cooper, School Business Manager.

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

- <https://www.calderdale.gov.uk/v2/council/data-and-information/data-protection-and-freedom-information/data-protection>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites you can request a copy of this information using the contact details below:

- Corporate Information Manager
Calderdale Council
Town Hall
Crossley Street
Halifax
HX1 1UJ
Email: information_management@calderdale.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
email: <http://www.education.gov.uk/help/contactus>