



Wood Lane Primary School

2016-17

Privacy Notice - Data Protection Act 1998

Wood Lane Primary School is a Data Controller for the purposes of the Data Protection Act. We collect information relating to our pupils, and may receive information about them from their previous school, Local Authority, Health Care provider, Department of Education and the Learning Records Service. We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well our school is doing.

This information includes your Child's contact details, national curriculum assessment results, attendance information, any exclusion information, personal characteristics such as ethnic group, special educational needs and any relevant medical information. We also record where your child's goes after they leave the school.

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law, to pass certain information about our pupils to the Local Authority (LA), and the Department of Education (DfE).

If you want to see a copy of the information we hold and share about your child, please contact either Mrs Sharon Heath or Mrs Nicola Trigg.
Phone: 720487 Email: office@woodlane.staffs.sch.uk

If you require more information about how the LA and/or DfE collect and use this data please visit:

- Our Local Authority:
www.staffordshire.gov.uk/education/yourdata
- Department of Education:
www.gov.uk/data-protection-how-we-collect-and-share-research-data

Next to be reviewed September 2018