

Privacy Notice - Data Protection Act 1998

We at Firthmoor 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 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 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. 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 outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of Darlington Local Authority (LA). If you want to see a copy of the information we hold and share about you then please contact Miss Brooks, Business Manager.

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

<http://www.darlington.gov.uk/your-council/data-protection-and-freedom-of-information/privacy-notice/>

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

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

- The Data Protection Officer, Darlington Borough Council, Town Hall, Darlington, DL1 5QT
- 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