



Woodfield Primary School: PRIVACY NOTICE 2018

Privacy Notice - Data Protection Act 1998

Woodfield Primary School is a data controller for the purposes of the Data Protection Act/GDPR. We collect personal information from you about your child and may receive information about your child from their previous school or pre-school setting. We hold this personal data to:

- Support your child's learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care; and
- Assess how well we are doing.

Information about your child that we hold includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your child's ethnic group, any special educational needs your child may have and relevant medical information.

You should be aware that from time to time, the school will choose to share your child's data with organisations external to the school, often for operational reasons. For example, pupil information may need to be shared with the school photographer or the operator of the school dinner money or library systems.

We are also required by law to pass some information about your child to our Local Authority (LA) and the Department for Education.

We ensure that we process, store and share personal information safely and securely.

If you want to receive a copy of the information about your child that we hold or share, or if you have any questions or concerns, please contact Mrs S E Barnes, Business Manager at the school.

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

<http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notice.aspx>
<http://www.education.gov.uk/researchandstatistics/datadatam/b00212337/datause>

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

Education Business Intelligence Unit
Wigan Council, Waterside House, Waterside Drive, Wigan WN3 5AZ 01942 486197

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street, London SW1P 3BT 0370 000 2288

Website: www.education.gov.uk Email: <http://www.education.gov.uk/help/contactus>

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.