

Our Lady's Catholic Primary School



"A place of learning – A community of Christ"

Headteacher: Mr M. Holdsworth

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Dear Parent/Guardian

Privacy Notice - Data Protection Act 1998: How we use your information ?

We, Our Lady's Catholic Primary School, are a data controller for the purposes of the Data Protection Act. We collect personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service. The school holds this personal data and uses it to:

- Support our pupils' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services.

The information that we hold includes children's contact details, national curriculum assessment results, attendance information, any exclusions information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information. If your child is enrolling for post-14 qualifications, we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

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

If you want to see a copy of the information that we hold about your child, please contact the School Office.

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:

LA: www.buckscc.gov.uk/privacynotice

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed on to the Youth Support Services by informing the School Office. This right is transferred to your child once he/she reaches the age of 16.

If your child lives outside Buckinghamshire, Connexions Buckinghamshire may also pass this information on to their home Local Authority.

For more information about services for young people, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> or for services in Buckinghamshire please go to <http://www.connexionsbucks.org.uk>.