



Privacy Notice - Data Protection Act 1998

We **Lockwood Primary School** are a data controller for the purposes of the Data Protection Act. We collect and receive information from you, your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report student progress
- Provide appropriate pastoral care
- Assess the school's process

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics, such as the student's ethnic group, any special educational needs and relevant medical information. A unique learning number (ULN) will be provided by the Learning Records Service if your child is enrolling for post 14 qualifications. This will be provided *by the Learning Records Service, which can also provide details of the learning or qualifications your child has undertaken.*

In addition for Secondary and Middle deemed Secondary Schools

Once your child is aged 13 or over, the law requires us to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of your child, their date of birth and any further relevant information to support the services' role.

*However, if your child is age 16 or over, you and your child can ask that no information beyond names, addresses and your child's date of birth be passed to the support service. This right transfers to your child on their 16th birthday. You or your child will need to inform **Mrs Pemberton** to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>*

We will not give information about your child to anyone outside the school without their or your consent unless the law and our rules allow us to.

If you want to see a copy of the information about you or your child that we hold and/or share, please contact **Mrs Allen**

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

<http://www.redcar-cleveland.gov.uk/rcbcweb.nsf/Web+Full+List/11DAE1479E0981EC802574E90053BF6D?OpenDocument>

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Redcar & Cleveland Borough Council
People Services
Children & Young People Team
Seafield House



Kirkleatham Street
Redcar
TS10 1RT

Website: www.redcar-cleveland.gov.uk/Enquiries

Email: CYPTeam@redcar-cleveland.gov.uk

Tel:(01642) 771161 or (01642) 444369

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>

Tel:0370 000 2288