

# **Tritlington C of E Aided First School**

## **Privacy Notice - Data Protection Act 1998**

We 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 and the Learning Records Service. 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 information<sup>1</sup> and personal characteristics such as ethnic group, any special educational needs your child may have and relevant medical information.

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

If you want to receive a copy of the information about your child that we hold or share, please contact **Mrs Vanessa Gray, School Office Manager**.

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

<http://www.northumberland.gov.uk/default.aspx?page=10584> or

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

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

Mrs Diana Blackburn  
Data and User Liaison Officer  
Childrens Services  
County Hall  
Morpeth  
Northumberland  
NE61 2EF

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288