

# PRIVACY NOTICE

for

## Nicol Mere Primary School

### Privacy Notice - Data Protection

We, **Nicol Mere 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 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 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.

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 the school office on 01942 720871.

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>

or

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

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<sup>1</sup> 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.

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

LA : 01942 404030 or

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

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