

Privacy Notice - Data Protection Act 1998

St John's Catholic Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information from the parents/guardians and may receive information about your child(ren) from their previous school and the Learning Records Service.

We hold this personal data and use it to:

- Support your child's teaching and learning;
- Provide appropriate pastoral care, and
- Monitor and report on your progress;
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information" and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We are required by law to pass some information about you to the Local Authority (LA), and the Department for Education (DfE).

Please contact Miss R Colgan, the School Business Manager for further information we hold and share about you.

The response time for subject access requests, once officially received, is 40 days (not working or school days but calendar days, irrespective of school holiday periods). However the 40 days will not commence until after receipt of fees or clarification of information sought.

The school may make a charge for the provision of information, dependent upon the following:

- Should the information requested contain the educational record then the amount charged will be dependent upon the number of pages provided.
- Should the information requested be personal information that does not include any information contained within educational records schools can charge up to £10 to provide it.
- If the information requested is only the educational record viewing will be free, but a charge not exceeding the cost of copying the information can be made by the Headteacher.

If you require further information about how the LA and/or DfE store and use your information, then please go to the following website:

<https://www.gov.uk/government/statistics>

If you are unable to access this website, please contact the LA or DfE as follows:

Liverpool City Council
Municipal Buildings, Dale Street
Liverpool
L2 2DH
0151 233 3000

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
0370 000 2288

Website: www.education.gov.uk

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