

PRIVACY NOTICE for pupils in schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We, Lister Infant & Nursery School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes your contact details, national curriculum assessment results, attendance information^A 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).

If you want to see a copy of the information we hold and share about you then please contact Mrs J Davies..

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

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

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

- Information and Practice Manager
Liverpool City Council
Municipal Buildings, Dale Street
Liverpool, L2 2DH
- 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>
Telephone: 0370 000 2288

^A Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained Schools