

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We St Albert's 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 your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. We are also required by law to support co-operation between partners to promote the wellbeing of Children and Young People. In schools we provide wellbeing services in partnership with NHS Knowsley and other health providers such as KIPS. To enable these health & wellbeing providers to deliver individual services for our pupils we must share information such as surname, forename, date of birth, telephone and also home address with them.

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 of your information to the Council 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 Miss Jewell in the school office.

If you require more information about how the Council and/or DfE store and use this data please visit:

The Council at www.knowsley.gov.uk and search for Privacy Notice

or the Department for Education (DfE) at www.education.gov.uk

If you are unable to access these websites, please contact the Council or DfE as follows:

Data Protection Officer Knowsley Metropolitan Borough Council PO Box 24 Archway Road Huyton L36 9YZ e-mail: data.protection.officer@knowsley.gov.uk	NHS Knowsley Nutgrove Villa PO BOX 23 Westmorland Road Huyton Knowsley L36 6GA	Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT Website: www.education.gov.uk email: info@education.gsi.gov.uk Telephone:0870 000 2288
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¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools