

Normanby Primary School (Ironstone Academy Trust)

Privacy Notice - Data Protection Act 1998

We, Normanby Primary School (Ironstone Academy Trust) are a data controller for the purposes of the Data Protection Act. We collect and receive information from you, your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report student progress
- Provide appropriate pastoral care
- Assess the school's process

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics, such as the student's ethnic group, any special educational needs and relevant medical information.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you or your child that we hold and/or share, please contact Mrs Hall.

If you require more information about how the Local Authority (LA) and/or DfE store and use the information, then please go to the following websites:

- <http://www.redcar-cleveland.gov.uk/rcbcweb.nsf/Web+Full+List/11DAE1479E0981EC802574E90053BF6D?OpenDocument>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Redcar & Cleveland Borough Council
People Services

¹ 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. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

Children & Young People Team
Seafield House
Kirkleatham Street
Redcar
TS10 1RT

Website: www.redcar-cleveland.gov.uk/Enquiries

Email: CYPTeam@redcar-cleveland.gov.uk

Tel:(01642) 771161 or (01642) 444369

- 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>

Tel:0370 000 2288