



Elm Tree Community Primary School
Elmers Wood Road
Tanhouse
Skelmersdale
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Headteacher: Mr D Lamb



Elm Tree Community Primary School

PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We Elm Tree Community Primary School are a 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;
- help and improve your health and wellbeing, 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, 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 about you that we hold and/or share, please contact the School Office

If you require more information about how the LA and/or DfE store and use your information, then please see related documents:

- **What the LA does with Pupil and School Workforce data**
- **What the DfE does with Pupil data**
- **Who the DfE passes Pupil data to**

¹ Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the DfE

If you need any further clarification, please contact the LA or the DfE as follows:

- Stephen Clark – Information Unit Manager – 01772-531317
- 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.

In addition for Secondary Schools ->

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or contact the Local Authority as shown above.