

# PRIVACY NOTICE – How we use your information

## Data Protection Act 1998

**Kincraig Primary School** is a data controller for the purposes of the Data Protection Act. We collect information about our pupils and may receive information about them from their previous school and the Learning Records Service. We hold this personal data and use it to:

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

Information that we hold includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

Data subjects have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. It can be presumed that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish, but a parent would be expected to make a request on the child's behalf if the child is younger. If you want to receive a copy of the information that we hold or share, please contact **Mrs K Appleby - Headteacher**.

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to share some pupil information with the Department for Education (DfE) and the Local Authority (LA). You can obtain information about how the DfE and LA store and use your information on the following websites:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<http://www.blackpool.gov.uk/Your-Council/Transparency-and-open-data/Data-protection/Data-protection.aspx>

Or you can contact the LA or DfE as follows:

- Blackpool Council  
Customer First Centre  
Municipal Building  
Corporation Street  
Blackpool  
FY1 1NF

Email: customer.first@blackpool.gov.uk  
Telephone: 01253 477477

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288  
Website: <https://www.gov.uk/government/organisations/department-for-education>

