

**PRIVACY NOTICE**  
**Data Protection Act 1998**

We Woorch Road 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. 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 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 of your information 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 Mrs S de Valve, Headteacher's Secretary.

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

- Wirral Council website - <http://www.wirral.gov.uk/my-services/childrens-services/about-childrens-services/childrens-records>
- DfE website – <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the School Office for the LA information or the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
tel: 0370 000 2288