

## PRIVACY NOTICE TEMPLATE

### For The Holy Spirit Catholic Primary School

#### *Parents of Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings – Primary Aged Children*

Dear Parent/Carer,

#### **Privacy Notice - Data Protection Act 1998**

We, The Holy Spirit Catholic Primary School, are a data controller for the purposes of the Data Protection Act. We at school and others hold information about you and your child(ren) and this Privacy Notice (PN) is designed to explain this. We hold this personal data to:

- Support your child(ren)'s learning;
- Monitor and report on your child(ren)'s progress;
- Provide appropriate pastoral care, and
- Assess how well they are doing.

This information includes your contact details and for your child(ren) national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs they may have and relevant medical information.

We are required by law to pass some information about your child(ren) to our Local Authority (Halton - LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact John McDonald.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www4.halton.gov.uk/Pages/Home.aspx>

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

If you cannot access these websites, please contact the LA or DfE as follows:

Janet Johnson – Information Governance – ICT Services – Halton Borough Council  
Direct Dial Tel: 0151 511 7059 or via email [janet.johnson@halton.gov.uk](mailto:janet.johnson@halton.gov.uk)

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Peter Richmond  
Divisional Manager - Service Improvement  
Resources, ICT Services  
Halton Borough Council  
Municipal Building  
Kingsway  
Widnes  
WA8 7QF

Email: [peter.richmond@halton.gov.uk](mailto:peter.richmond@halton.gov.uk)

(for person identifiable data please use [peter.richmond@halton.gcsx.gov.uk](mailto:peter.richmond@halton.gcsx.gov.uk) Direct line - 0151 511 7003

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