

## Privacy Notice

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We are required by law to send the following fair processing / privacy notice.

We **Leeming RAF CP School** are a data controller for the purposes of the Data Protection Act 1998. 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

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any 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 do so.**

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact our Chair of Governors, via the office: 01677 422675

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

[www.northyorks.gov.uk/schoolrecords](http://www.northyorks.gov.uk/schoolrecords) and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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

- Data Management Officer  
North Yorkshire County Council,  
Financial Services,  
County Hall,  
NORTHALLERTON,  
North Yorkshire,  
DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)  
email: [datamanagement.officer@northyorks.gov.uk](mailto:datamanagement.officer@northyorks.gov.uk)  
Telephone: 01609 533219

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

- 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>  
Telephone: 0370 000 2288