



# Shanklea Primary School

Telephone : 01670 715205

Email: [admin@shanklea.northumberland.sch.uk](mailto:admin@shanklea.northumberland.sch.uk)

Website: [www.shanklea.northumberland.sch.uk](http://www.shanklea.northumberland.sch.uk)

Nairn Road, Parkside Chase, Cramlington, Northumberland NE23 1RQ

Headteacher – Mrs Helen Brown  
B.Ed(Pimary)Hons, Dip.(Humanities) NPQH

Friday 2<sup>nd</sup> October 2015

Dear Parent/Guardian

## Privacy Notice – Data Protection Act 1998

We, Shanklea Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information from your child, and may receive information about your child from their previous school (if applicable) and the Learning Records Service. We hold this personal data and use it to:

- Support their teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care; and
- Assess how well your school is doing

This information includes your child's contact details, national curriculum assessment results, attendance information (A), and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your child's information to the Department for Education (DfE) and, in turn this will be available for use by the Local Authority\*.

If you want to see a copy of the information we hold and share about your child then please contact our Headteacher, Mrs H Brown on 01670 715205.

If you required more information about how the LA and/or the DfE store and use this data please consult the following websites:

<http://www.northumberland.gov.uk/Default.aspx?page=10584>

<http://www.gov.uk/data-protection-how-wecollect-and-share-research-data>

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

Suzanne Finnie  
Data and User Liaison Officer  
Children's Services  
Northumberland County Council  
County Hall Morpeth  
NE61 2EF

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

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

E-mail: <https://www.education.gov.uk/help/contactus>

Telephone: 0370 0002288

Yours sincerely

A handwritten signature in blue ink, appearing to read 'H Brown', followed by a long horizontal line.

Mrs H Brown  
Headteacher

\* attendance information is not collected for pupils under 5 at early Years Settings or Maintained schools