

PRIVACY NOTICE - DATA PROTECTION ACT 1998

We, Evelyn School are the 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 and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning,
- Monitor and report on progress,
- Provide appropriate pastoral care, and
- Assess how well the school is doing

This information includes contact details, national curriculum assessment results, attendance information, and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

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 information to the Council and Department for Education (DfE).

If you want to see a copy of the information we hold and share about you, then please contact the school office.

If you require more information about how the Council and/or DfE store and use this data please visit:

www.knowlsey.gov.uk and search for Privacy Notice

or the Department for Education (DfE) at:

www.teachernet.gov.uk/management/datamanagement/privacynotices

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

Data Protection Officer
Knowsley Metropolitan Borough Council
PO Box 24
Archway Road
Huyton
Merseyside
L36 9YZ
E mail: data.protection.officer@knowsley.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
E mail: info@education.gsi.gov.uk
Tel: 0870 000 2288