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| **C:\Users\Manager\Desktop\Brookfields_Logo_2014 640.jpg PRIVACY NOTICE for*****Parents of Pupils in Schools– Primary Aged Children*** |

Dear Parent/Carer

**Privacy Notice - Data Protection Act 1998**

We process personal information relating to our pupils and may receive information about them from their previous school, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

• support our pupils’ learning

• monitor and report on their progress

• provide appropriate pastoral care; and

• assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information

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

If you want to receive a copy of the information about your child(ren) that we hold or share, please contact Wendy McClellan at the school.

If you need more information about how the Halton Borough Council 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
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 / Governance

Resources, ICT Services

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Widnes

WA8 7QF

Email: peter.richmond@halton.gov.uk

(for person identifiable data please use peter.richmond@halton.gcsx.gov.uk

Direct line - 0151 511 7003

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