



Canon Sharples

Church of England Primary School and Nursery

Whelley, Wigan WN2 1BP

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Headteacher: Mrs J Woodcock



Privacy Notice - Data Protection Act 1998

We **Canon Sharples Church of England Primary School and Nursery** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and in turn, this will be available for the use of the Local Authority (LA).

If you want to see a copy of the information about you that we hold or share, please contact the School Office.

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

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

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

- Wigan Council
Town Hall
Wigan
Telephone: 01942 244991
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London. SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings



Executive Headteacher: Mrs J Kneale