



Irthington Village School
Irthington
Nr Carlisle
Cumbria
CA6 4NJ
Tel: 01228 212050



Email: admin@irthingtonvillage.cumbria.sch.uk
<http://www.irthingtonvillage.cumbria.sch.uk/>
Headteacher Lynn Harrison

September 2017

Dear Parents,

Privacy Notice - Data Protection Act 1998

We, **Irthington Village School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well school is doing.

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

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

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

If you want to receive a copy of the information about your child that we hold or share, please contact **Mrs Robinson, Admin & Finance Officer**.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.cumbria.gov.uk/childrenservices/schoolsandlearning/schools/privacynotice.asp>

and

[http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/da
tause](http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/da
tause)

If you cannot access these websites, please contact the LA or DfE as follows:

- Business Systems and Information Management Team
Children's Services
5 Portland Square
Carlisle
CA1 1PU
website: www.cumbria.gov.uk/childrensservices
email: shaun.smith@cumbriacc.gov.uk
Telephone: 01228 226860
- 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