

# Hoylandswaine Primary School

Haigh Lane

Hoylandswaine

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Headteacher: Mrs Laura Cole; e-mail: [l.cole@barnsley.org](mailto:l.cole@barnsley.org)

[www.hoylandswaineprimary.co.uk](http://www.hoylandswaineprimary.co.uk)

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January 2015

Dear parents

## Privacy Notice - Data Protection Act 1998

We, Hoylandswaine Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your child's 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;
- Assess how well your child's school is doing and

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

***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 about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs L Cole or Mrs N Taylor. If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites.

LA:

<http://www.barnsley.gov.uk/privacy-notice>

DfE:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer

Directorate for Children, Young People and Families

Corporate Mailroom, PO Box 634, Barnsley, S70 9GG

Website: [www.barnsley.gov.uk](http://www.barnsley.gov.uk)

Email: [cypf@barnsley.gov.uk](mailto:cypf@barnsley.gov.uk)

Telephone: 01226 774576

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

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus> Telephone: 0370 000 2288

Yours sincerely

Mrs L Cole  
Headteacher