

# St James' Lanehead Church of England Primary School



## Privacy Policy

<b>Date of Policy:</b>	October 2024
<b>Person Responsible:</b>	Mrs M Dugdale
<b>Review Date:</b>	October 2025

### Our Mission

Our church school seeks to inspire each individual to flourish, grow and learn with Jesus  
at the heart of all we do.

## **PRIVACY NOTICE**

For

**Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in  
Early Years Setting**

### **Privacy Notice – Data Protection Act 1998**

We, St James' Lanehead C of E (VA) Primary School 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.
- Assess how well you are doing.

Information about you, that we hold, includes your contact details, national curriculum assessment results, attendance information 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.

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

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

<http://www.lancashire.gov.uk/council/transparency/access-to-information.aspx>

If you cannot access this website, please contact the LA or DfE as follows:

- Telephone: 01772 531116
- Email: [dataprotection@lancashire.gov.uk](mailto:dataprotection@lancashire.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>
- Telephone: 0370 000 2288