



Copthorne Primary School

All Saints Road | Bradford | BD7 3AY

Executive Principal & CEO

Mr Duncan Jacques

Headteacher

Mrs Christabel Shepherd

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Privacy Notice - Data Protection Act 1998

We Copthorne Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing

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

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the Business Support Manager.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- LA : [Bradford Schools Online https://schools.educationbradford.com/schools/CMSPage.aspx?mid=1877](https://schools.educationbradford.com/schools/CMSPage.aspx?mid=1877)
- DCSF : [Teachernet http://www.teachernet.gov.uk](http://www.teachernet.gov.uk)

If you are unable to access these websites, please contact the school, the LA or the DCSF as follows:

- School Business Support Manager, Copthorne Primary School
- Information Management Team

Education Bradford

Future House

Bolling Road

Bradford

BD4 7EB

Website: <https://schools.educationbradford.com/Schools/Home.aspx>

Email paul.staincliffe@educationbradford.com

Tel: 01274 385638

- Public Communications Unit

Department for Children, Schools and Families

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

website: www.dcsf.gov.uk

email: info@dcsf.gsi.gov.uk

Tel: 0870 000 2288

Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

