

PRIVACY NOTICE

for

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

Data Protection Act 1998: How we use your information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

A parent/guardian can request that **only** their child's name, address and date of birth be passed to the LA, i.e. Staffordshire County Council or the provider of Youth Support Services in the area by informing Miss C. Chell, Office and Attendance Manager. This right is transferred to the child once he/she reaches the age of 16.

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

If you want to receive a copy of the information about your son/daughter that we hold, please contact Miss C. Chell, Office and Attendance Manager.

We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

Where appropriate, we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Information Team) information on individual pupils changing school (or address) to ensure continuity of health care. We may also share personal data with Entrust, Chartwells, Ofsted, ICT service providers, Examining Bodies and providers of services within or on behalf of the school (e.g. school photographer).

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

and

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

If you have any queries about the Privacy Notice, please contact:

Schools Information Governance Officer

- e-mail: igu.schools@staffordshire.gov.uk
- Telephone: 01785 278109