



Scalford C of E Primary School

PRIVACY NOTICE MAY2018

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

We, Scalford C of E 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 previous school and the Learning Records Service. 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
- Information will be shared with the LA in order to arrange funding for the placements of Pupils/Children.

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 the school.

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.

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>

This data is used by Leicestershire County Council to maintain a record of young people in Leicestershire. This is used to keep track of young people to ensure they are offered appropriate support to remain in education, employment or training once they have left statutory education. Leicestershire County Council also has a statutory duty to routinely report this data to the Department for Education.

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

Our local authority at

<https://www.leicestershire.gov.uk/schoolsfpn>

or the DfE website at

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

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

Local Authority (LA)

Mike Challands
Information and Data Team Room 140
County Hall
Glenfield
Leicestershire
LE3 8RF

0116 305 6637

mike.challands@leics.gov.uk

Department for Education (DfE)

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