

Schools Privacy Notice – 2016/2017

Data Protection Act 1998: How we use your information

We collect, hold and process personal information relating to our pupils and may receive information about them from their previous school or college, local authority and the Department for Education (DfE). We hold 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

Information about our pupils that we hold will include their contact details, *parent(s)/guardian(s)* 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.

We are required by law to pass some information about that we hold about pupils and parents to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

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

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>.

If you want to see a copy of the information we hold and share about you then please contact our administrator Mrs Julie Ashworth, PA to the Headteacher.