

Pupils and children

Privacy Notices: Information about pupils in schools, alternative provision, and children in early years settings

Privacy Notice - Data Protection Act 1998

We, **Woodloes 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;
- Support you in your transition to a post 16 provider of education or training and,
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs, free school meal eligibility and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

For Secondary phase schools and academies

Once you are aged 13 or over, we are required by law to pass on certain information to providers of information, advice and guidance services in your area. We must provide both your and your parent's/s' name(s), address and your date of birth, and any further relevant information that we hold about you. This relevant information may include details as listed in Appendix 1 on page 4.

This is to enable the support service to contact young people directly to promote their effective participation in education and training. The information will be used to put in place support arrangements for those young people identified as not participating in education or training.

However, if you are over 16, you can ask that no information beyond names, address and your date of birth be passed to the support service or if you are under 16 your parent(s) can ask that no information beyond name and address (for pupils and parents) and your date of birth be passed onto the support service. To do this, please inform the school office.

For more information about young peoples' services, please go to the Directgov Education and Learning page at <https://www.gov.uk/browse/education>

In keeping with normal practice, both providers and local authorities will ensure that the use of young peoples' data is consistent with their Data Controller and data sharing registrations and privacy notices prior to sharing data.

In addition, local authorities and providers must comply with the Data Protection Act, applying the normal data protection principles that relate to processing personal data.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to or as envisaged by this privacy notice.

¹ Attendance information is not collected as part of the Censuses for the Department for Education for those in Alternative Provision and Early Years Settings.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). This sharing of information also applies to agencies that are prescribed in law, such as, Ofsted, the Education Funding Agency (EFA), the Department of Health (DoH) and Skills Funding Agency that require access to data for the Learner Records Service. All these agencies are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. If you want to see a copy of the information about you that we hold and/or share, please contact the Community Academies Trust.

How the Local Authority (LA) and Department for Education (DfE) use your information

The DfE may share pupil level personal data 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 the DfE releases 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 require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.warwickshire.gov.uk/schoolprivacynotices>

and

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

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

- Business and Commissioning Intelligence Service
Warwickshire Local Authority
Performance Business Unit
Resources Group
Saltisford Office Park
Ansell Way, Warwick, CV34 4UL

Website: <http://www.warwickshire.gov.uk/schoolprivacynotices>

Email: businessintelligence@warwickshire.gov.uk

- 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

Appendix 1 – Personal Information that may be shared with local Information, Advice and Guidance Services and Post 16 providers

- Full name (surname and forename),
- Unique Pupil Number (UPN),
- Date of Birth,
- Address including Postcode,
- Telephone number,
- E-mail address,
- Establishment/school name,
- Programme and level of study,
- Start and Leave date
- Destination
- Looked after child status
- Pupil premium status
- Special Education Need status
- Free School Meal eligibility