

PRIVACY NOTICE TEMPLATE

for

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

(This is suggested text which can be amended to suit local needs and circumstances)

Privacy Notice - Data Protection Act 1998

We **Ashwell Primary School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

The information includes your child/children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

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

We are required by law to pass some information about your child/children to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information we hold or share about your child(ren), please contact Tracy Bowen, School Business Manager.

If you need more information about how the Local Authority and DfE store and use this information, then please go to the following websites:

<http://www.hertsdirect.org/services/edlearn/privschi/>² and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13 8DQ
email: data.protection@hertscc.gov.uk

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

² Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

- 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