



## **Privacy Notices Policy: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings**

**ADOPTED DATE: SEPTEMBER 2017**

### **Data Protection Act 1998: How we use pupil 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

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 Suffolk County Council by informing Kelly Sorrell. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <https://www.suffolk.gov.uk>.

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

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

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.suffolk.gov.uk>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Miss Kelly Sorrell, Glemsford Primary School Academy, Lion Road, Glemsford, Suffolk, CO10 7RF

**REVIEW DATE: SEPTEMBER 2018**

**CHAIR OF GOVERNORS:** \_\_\_\_\_